

GERMANTOWN COMMUNITY LIBRARY
N112 W16957 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **GERMANTOWN COMMUNITY LIBRARY BOARD AGENDA**

DATE AND TIME: **Wednesday, February 22, 2023, 6:00 pm**

LOCATION: **GERMANTOWN COMMUNITY LIBRARY**

- I. **CALL TO ORDER:** This meeting has been given public notice in accordance with Wisconsin Statutes, Section 19.83 and 19.84 in such form that will apprise the general public and news media of subject matter that is intended for discussion and action.
- II. **ROLL CALL:**
- III. **APPROVAL OF AGENDA:**
- IV. **APPROVAL OF MINUTES:** January 25, 2023
- V. **PUBLIC INPUT:** Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this municipality that there will be a three minute time period, per person, with time extension per the Chief Presiding officer's discretion: be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.
- VI. **FINANCIAL MATTERS:**
 - A. Treasurer's Report
 - B. Accounts Payable
 - C. Budget Printout
- VII. **REPORTS:**
 - A. Correspondence
 - B. Village Reports
 - C. County Reports
 - D. System Reports
 - E. President's Report
 - F. Director's Report
- VIII. **UNFINISHED BUSINESS:**
 - A. Strategic / Facility Planning Update
 - B. Library Condenser Replacement
 - C. 2022 Annual Report
 - D. Children's Patio Project
- IX. **NEW BUSINESS:**
 - A. Circulation Policy
 - B. Village Employee Satisfaction Survey & Staff Engagement

Forthcoming meeting: March 22, 2023 – Germantown Community Library

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services including restrictions related to COVID-19. For additional information or to request this service please contact Assistant Director, Connie Lloyd, at (262) 253-7760, ext. 2002 or clloyd@germantownlibrarywi.org at least 48 hours prior to the meeting.

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

January 25, 2023

Germantown Community Library

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:00 p.m. on Wednesday, January 25, 2023. **Members present:** Joyce Nelson, Darlene Vosen, Christa Potratz (online), Joletta Kerpan, Charlene Brady, Jan Miller, Jacob Misiak (online), Library Director Trisha Smith, Assistant Library Director Connie Lloyd. **Members absent:** None. **Also present:** None. Proper notification of the meeting had been given.

MOTION (Vosen, Brady): Motion to approve agenda as printed. Motion carried (7-0).

MOTION (Kerpan, Vosen): Approve the minutes of the December 21, 2022, meeting as printed. Motion carried (7-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of January 24, 2023:

Board Checking Account - \$2,691.92

Board Savings Account - \$5,067.77

GCL Building Account - \$13,129.65

[Penny Jug - \$2,180.30] [RAO Account - \$2,752.44] [Furniture & equipment - \$2,890.00]

Brady questioned if some of these funds could be moved into a CD with a higher interest rate.

Vosen explained that non-designated funds plus interest earned on existing CDs could be pooled together for a new CD targeted for building expansion once the amount reaches at least \$10,000.

Building Fund CD Account #1- \$16,792.60 *(\$15,000 designated for library Furniture & Equipment)*

Vosen renewed CD #1 on 1/5/2023 at 3.64/3.70% interest for 13 months with one bump

Building Fund CD Account #2- \$16,468.13 *(\$15,000 designated for library Furniture & Equipment)*

Building Fund CD Account #3- \$16,436.15 *(\$15,000 designated for library Furniture & Equipment)*

Building Fund CD Account #4- \$16,217.92 *(\$15,000 designated for library Furniture & Equipment)*

Building Fund CD Account #5- \$10,075.44 *(Has one interest bump available)*

MOTION (Nelson, Kerpan): Accept the Treasurer's Report as printed. Motion carried (7-0). Submitted report is attached.

Vosen was notified that a cut check to Lerner was lost and was asked to reissue the check. The Board recommended Vosen not issue a 'Stop Payment' to avoid the associated fees. Vosen indicated it is time for the annual review of the 2022 Treasurer records. Potratz is unavailable so Nelson will review the records.

ACCOUNTS PAYABLE. MOTION (Vosen, Brady): Approve the schedule of operating vouchers and credit card transactions for December 2022 and forward them to Village Hall for payment. ROLL CALL VOTE: Trustee Vosen, aye; Trustee Potratz, aye; Trustee Kerpan, aye; Trustee Brady, aye; Trustee Miller, aye; Trustee Misiak, aye; President Nelson, aye. Motion carried (7-0).

BUDGET PRINTOUT. The 2022 Year End and the January Revenue & Expense Report and YTD Impact Fees Report were reviewed.

REPORTS

CORRESPONDENCE. Nelson. A Thank you was emailed to Deena Altschwager for a \$500 donation in memory of Donald & Gloria Neu.

VILLAGE. Miller. The Village Board met on January 16, 2023. Miller was appointed to the Utility Commission. Miller provided village highlights from the meeting. Matthew Uselding, Budget Manager provided three options to fund the Library Condenser project. It was voted to move the discussion to the February Village Board meeting after they receive an update on the status of the ARPA funds from the General Government & Finance Committee.

COUNTY. Smith. Smith identified the library did not receive approximately \$9,000 of 2022 Washington County reimbursement funds. She is working with West Bend Public Library and Washington County to have the funds issued.

SYSTEM. Nelson and Smith. The Monarch Library System Directors met in-person at the West Bend Public Library on January 12. Marketing materials for the new service, Universal Class is expected in the next week. Vega project updates were provided.

PRESIDENT'S. Nelson. Nelson reported Roberta Olson, former Library Director of 20 years, passed away on January 13, 2023. She was surrounded by family in her final days. Establishing a patio brick or wall plaque in her memory was discussed. Nelson will reach out to Roberta's family for consent on the options available.

DIRECTOR'S. Smith. December physical circulation decreased -4.6% over December of 2021 and increased 1.2% YTD. Combined physical and digital circulation decreased -1.8% over December of 2021 and increased 2.1% YTD. Last month there were 503 checkouts from Outreach activities. Smith received a check for \$340.51 from Fond du Lac County for 2021 Cross-County Library Use. All performance reviews have been delivered by supervisors to their staff. After the November meeting, Misiak sent Nelson for consideration the "Rounding" question survey that is administered at the school district in addition to performance reviews. They collect feedback in October, January, and May of the school year. Smith will provide the Village employee survey results next month. Smith summarized the many programs offered in January at the library. The new 'Make It 2 Go Checkout Craft Kits' became available to patrons for checkout on January 2, 2023. A seasonal all-staff meeting was held January 10th before library normal hours. Storytime sessions resumed January 17. The Lego Party with Park & Rec had 400 attendees. The Indoor Snowball Fight had 60 attendees. Outreach and Youth Services are researching options to expand the children patio. Three new popular adult programs began in January: Stitch With Me, Spice It Up, and Adult Puzzle Day. Outreach launched the new Home Delivery program. The Winter Checkout Club began January 9. Additional programs and projects are outlined in the Director's Report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

2022 Annual Report – Smith provided the State of Wisconsin Department of Public Instruction required annual report for review and approval. Smith also provided several handouts that highlighted 2022 statistics on library services and usage by patrons. The reports reflected a very positive year of services

for the library. Smith will be presenting a summary of the annual report and annual statistics and the February Village Board meeting.

MOTION (Vosen, Brady): Approve the 2022 Annual Report to be submitted to the State of Wisconsin DPI as presented after Smith and Nelson sign the official copy. ROLL CALL VOTE: Trustee Vosen, aye; Trustee Potratz, aye; Trustee Kerpan, aye; Trustee Brady, aye; Trustee Miller, aye; Trustee Misiak, aye; President Nelson, aye. Motion carried (7-0).

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, February 22, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 7:22 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Library Director
Germantown Community Library

Germantown Community Library Board

Financial Report Jan. 24, 2023

By Darlene Vosen

Bank Five Nine GCL Board Checking Account

Balance 12/19/22 per online statement		\$3,886.68
Check #1584 Capstone/donations	-\$1,258.39	
Check #1585 Lerner/donations	-\$883.60	
Check #1586 Lerner/donations	-\$27.99	
Check #1587 Ingram/donations	-\$21.59	
Deposit 12/29 Early Literacy donations	+\$383.51	
Deposit 12/30 Eventbrite Checks/Usborne	+\$613.30	
Balance 1/24/23		\$2,691.92

Bank Five Nine GCL Board Savings Account

Balance 12/19/22 per on-line statement		\$5,067.35
Interest December	+\$.42	
Balance 1/24/23 per on-line statement		\$5,067.77

Bank Five Nine GCL Building Account (*included in, but accounted for separately)

Balance 12/19/22 per on-line statement		\$7,822.73
Interest December	+\$.67	
Deposit 12/29 Pagliaro, Altschwager Expansion/cks	+\$5,306.25	
Balance 1/24/23 per on-line statement		\$13,129.65

***Penny Jug Fund/Art Work (Penny Jug Deposit 11/1/2022 +\$102.95) = \$2,180.30 (total)**

***RAO Account (technology/from Guaranty 7/27/18) = \$2,752.45 (total)**

***Furniture & equipment = \$2,890.00 (total)**

***Expansion = \$5,306.90 (total)**

Bank Five Nine Building Fund CD Account

CD #1 (5708) Balance 1/5/23 per bank statement	\$16,792.60
3.65/3.70% Interest 13 months (w/1 bump) (mature 2/5/24)	
Interest earned - \$125.73	
CD #2 (7285) Balance 5/31/21 per bank statement	\$16,468.13
.60/.60% Interest 25 months (mature 6/30/23)	
CD #3 (5608) Balance 2/06/21 per bank statement	\$16,436.15
0.40/0.40% Interest 13 months (mature 3/6/23)	
CD #4 (1404) Balance 11/25/21 per bank statement	\$16,217.92
0.60/.60% Interest 25 months (mature 12/25/23)	
CD #5 (8801) Balance 10/31/22 per bank statement	\$10,075.44
2.77/2.8% Interest 13 months (w/1 bump) (mature 11/30/23)	

Total Furniture & Equipment = \$75,990.24

2022 GCLB Checking Account:

GCL Usborne Book Sale SRP Funds (in GCLB check acct): \$130.91 + \$640.00 (2021 Usborne) = \$770.91 + \$460.80 (2022 Usborne profits) = \$1,231.71 + \$613.30 (Eventbrite Cks.) = \$1,845.01 (left)

Early Literacy Fund: (in GCLB check account) \$113.04 + \$293.92 (Chamber/xmas) = \$406.96 - \$102.88 (Ck 1557) = \$304.08 - (Cks. 1561, 1562, & 1563) = \$1.83 + \$83.42 (5/2) = \$85.25 + \$383.51 (Becker, 1st Cit., Café Zupas) = \$ 468.76 (left)

2020/21/22 Funds for Books &/or Materials (in GCLB checking account)

*Schmidt Donation (6/3/21 - large print): \$700.00 - (Ck#1576) \$140.87 = \$559.13 - (Ck #1581 & #1582) \$483.83 = \$75.30 - \$75.30 (Ck#1584) = 0

*Johnson Donation (2/1/22): \$50 - \$50 (Ck# 1584) = 0

*Machine Knitters (3/25/22): \$100 - \$100 (Ck#1584) = 0

*Lloyd Brick (3/25/22): \$200 - \$36.05 (brick cost) = \$163.95 - 163.95 (Ck#1584) = 0

*Briet Donation (5/26/22): \$500 - \$9.50 (plaque cost) = \$490.50 - \$490.50 (Ck#1584) = 0

*Neveln Memorial (6/9/22): \$30 - \$30 (Ck#1584) = 0

*Pintor Brick (6/13/22): \$150 - \$36.05 (brick cost) = \$113.95 - \$113.95 (Ck#1584) = 0

*Schultz Memorial Brick (8/2/22): \$250 - \$56.65 (brick cost) = \$193.35 - \$193.35 (Ck#1584) = 0

*Glunz Donation (10/03/22): \$1,000 - \$9.50 (plaque cost) = \$990.50 - \$ 974.52 (Ck#1584, #1585, #1586, #1587) = \$15.98 (left)

*Cash anonymous donation (10/03/22): \$50.00

TOTAL = \$65.98* (left to spend for 2023)

Director's Report: February 2023

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, February 9 in Port Washington. Topics included annual report timeline, 2023 Wisconsin Public Library Staff Compensation Survey, issues on getting Universal Class usage data at the library level, banned use of Tik Tok on DPI –owned devices, Library Legislative Day, pending legislation LRB-1095/1, cyber security workgroup update (see attached).
 - o Motion: Upgrade Polaris to Version 7.3 Sunday, March 12, 2023. This will be done off hours to ensure the least disruption to libraries. Motion Passed.
 - o Motion: Monarch Library System automatically update the Routing List annually in March using the current formulary based on the date from the previous calendar year. Motion Passed.

WASHINGTON COUNTY/ STATE OF WISCONSIN

- Library Legislative Day was held on Tuesday, February 7 in Madison (see handouts attached).
- Library directors of libraries in Washington and Ozaukee counties were invited to the Mid-Moraine Legislative Committee on Wednesday, February 8. Discussion included library vs. municipal boards and pending legislation LRB-1095/1 (see attached).

VILLAGE OF GERMANTOWN:

- The Village Board met on Monday, February 6. Discussion included the Library Condenser and 2022 Library Annual Report and 2023-2027 Library Strategic Plan (see agenda items below).
- The Village Board met on Monday, February 20.

FRIENDS OF THE GERMANTOWN COMMUNITY LIBRARY

- The Friends of the Germantown Community Library met on Monday, February 27 at 10am.
- The January Pop-Up Sale is \$0.50 items.
- The Friends raised over \$17,000 in Book Sales in 2022 (including the holiday sale).

DONATIONS:

DEPOSITS:

STATISTICS

- Previous Month & Annual Circulation (see attached):
 - o Physical: **25,176 (11.2% from 2022 / 11.2% YTD)**
 - o Digital: **5,151 (16.8% from 2022 / 16.8% YTD)**
 - o Total: **24,351 (30,327% from 2022 / 2.1% YTD)**
- Outreach: **720 (155.3% from 2022 / 155.3% YTD)**

PROGRAMMING

- Ongoing Programs:
 - o Youth: Storytime (4), Family Fun Nights, Special Saturday Programs
 - o Teen: Teen Advisory Board, Make It Crafts (3), DnD Saturdays, Special Evening Programs
 - o Adult: Book Groups (6), Make It Crafts (3), Puzzle Day, Spice It Up, Stitch with Me, Special Daytime & Evening Programs

- o Outreach: Senior Center Visits (5), Library Presents (Senior Center), Poetry Group (Gables), What Are You Reading Book Group (Gables) & Preschool Reading (Jackson Community Center)

IN THE NEWS:

- 'Library has spate of programs set for late winter, spring' (Washington County Daily News, February 4, 2022) (attached)

DIRECTOR CONTINUING EDUCATION HOURS (100 HOURS EVERY 5 YEARS – EXPIRES IN 12/2022)

- Public Librarian Certificate approved through the Wisconsin Department of Public Instruction for Regular Grade 1 Certificate expiring December 2027 (attached).

DIRECTOR MEETINGS, PROGRAMS & OUTREACH (PAST):

- Tues, Jan 31 – Monarch Marketing
- Wed, Feb 1 – Village Department Heads
- Thurs, Feb 2 – Monarch Director's Chat
- Mon, Feb 6 – Village Board
- Tues, Feb 7 – Children's Patio Project
- Wed, Feb 8 - Kiwanis
- Thurs, Feb 9 – Monarch Directors
- Wed, Feb 15 – Village Department Heads
- Thurs, Feb 16 – Monarch Director's Chat
- Thurs, Feb 16 – Germantown School District Marketing
- Mon, Feb 20 – Village General Government & Finance
- Mon, Feb 20 – Village Board
- Tues, Feb 21 – Children's Patio Project
- Wed, Feb 22 - Kiwanis
- Wed, Feb 22 – Library Board
- Mon, Feb 27 – Friends
- Tues, Feb 28 – Village Administrator
- Tues, Feb 28 – Village CIVMIC Annual Plan

DIRECTOR MEETINGS, PROGRAMS & OUTREACH (SCHEDULED UPCOMING):

- Wed, Feb 1 – Village Department Heads
- Mon, Feb 6 – Village Board
- Thurs, Feb 9 – Monarch Directors
- Wed, Feb 15 – Village Department Heads
- Mon, Feb 20 – Village General Government & Finance
- Mon, Feb 20 – Village Board
- Wed, Feb 22 – Library Board
- Mon, Feb 27 – Friends
- Tues, Feb 28 – Village Administrator

DEPARTMENT UPDATES

MANAGEMENT & GENERAL STAFF (TRISHA)

- Staff are working on planning the All-Staff training day in May.

YOUTH & TEEN SERVICES (JACKIE)

- Collaborated with Outreach and hosted 2nd grade field trips from Elementary schools. Kids signed up for library cards, checked out books and received a bag with the library logo on it after touring the library.
- A Girl Scout Daisy Troop came to the library for a tour of the library.
- Dominoes & Dominos Thursday evening program had 61 attendees.
- YS staff will be setting up a drop-in indoor mini golf course for families on February 17-18.
- Teen Lock-in event will be February 17 from 6-9pm.

ADULT SERVICES (LYNN)

- Hired part time Adult Services Specialist
- Paperback fiction has been weeded
- Nonfiction weeding begins in March
- New programming events (Puzzle Day, Stitch With Me, Spice It Up) have high attendance

OUTREACH SERVICES (CARA)

- Coordinated with Germantown Park and Recreation Department to once again offer visits from the Enchanted Library this summer.
- Worked with our Youth Services Department to schedule 2nd grade field trips for 3 out of 4 Germantown Elementary Schools.
- I have scheduled programs to partner with the Germantown Elementary Schools PTA through May and have a tentative schedule planned for fall.

CIRCULATION SERVICES (DIANE)

- Friends of the Germantown Library Pop-Up Sale: this month is Juvenile materials; \$0.50 each.
- Additional entry forms for Winter Checkout club ordered as a result of the popularity of this program.
- February Craft Kit checkout program is going strong.
- Plans underway for new storage system for video games as the collection expands.
- Staff training underway for new Universal Class which replaced Gale Courses.
- Coordinated Team review of Circulation Policy updates.
- Coordinated Team review of Code of Conduct Policy updates.

TECH SERVICES (CONNIE)

- Evaluated changes to Video Game Processing and Checkout Procedures.
- Began planning for new audio + book collection.

ADMIN & PERSONNEL (CONNIE)

- Coordinated review of Circulation Policy updates.
- Coordinated review of Code of Conduct Policy updates.

TECHNOLOGY / STATISTICS (CONNIE)

- Developing new trend statistics for Circulation Desk Team workload analysis

BUILDING MANAGEMENT & GROUNDS (CONNIE)

- Coordinated with DPI the staff and patron aspects of Phase I of the Library Condenser Project
- Participated in Landscape Design Reviews for the Children's Patio Enhancement Project

MONARCH LIBRARY SYSTEM
DIRECTORS' COUNCIL
Virtual and In Person Meeting
February 9, 2023 @ 9:30 AM

W.J. Niederkorn Library
316 West Grand Avenue
Port Washington, WI 53074

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 414-662-4786,96341047#](#) United States, Milwaukee

Phone Conference ID: 963 410 47#

Agenda

1. Call the meeting to Order
2. Roll call (via participant list or voice)
3. Public Comment and Correspondence
4. Approval of the agenda
5. Approval of the minutes: January 12, 2023
6. Monarch System Reports
 - a. Monarch Staff (attachment)
 - Monarch Resource Library Report 2022
 - b. Governance Committee Report – Camrin Sullivan
 - c. Circulation Committee Report – Amanda Kloppmann
 - d. ILS Committee Report – Alex Harvancik
 1. The ILS Committee recommends upgrading Polaris to Version 7.3 Sunday, March 12, 2023.
 - Lakeland will be on Spring Break during this time.
 - This version is necessary to implement Polaris' new notices feature.
 - Innovative has confirmed that the date is available.
 2. The ILS Committee recommends that the Monarch Library System automatically update the Routing List annually in March using the current formulary based on the data from the previous calendar year.
 - The committee has agreed that the current formulary meets the needs of the consortia, and we have come to the point, with the Council's approval, where this topic could fall off the Directors Council and ILS Committee's agendas.
 - Included in your packet is the spreadsheet created by Alison to track library lending ratios.

- The current formula precludes large shifts, stabilizing the number of materials moving in and out of libraries.
 - Updating the routing list is time-consuming for the ILS manager, and adopting a routine process would allow for better time management.
- e. Resource Workgroup – Rachel Muchin Young
 - f. Technology Workgroup – Leslie Jochman
 - g. RFID Implementation Workgroup – Cheryl Nessman
- We will be moving ahead with sharing tagging guidelines with libraries that intend to tag OTHER libraries' items. Erin Copperfield has graciously offered to drop off 2 RFID implementation carts at West Bend.
7. New Business
 - a. Innovative Off-Hour Upgrade Agreement 2023 (Attachment)
 8. Announcements or Staff Shout Outs:
 9. Next Directors Council Meeting: March 9, 2023, venue TBD
 10. Adjourn

MID-MORAINES LEGISLATIVE COMMITTEE MEETING

TIME & DATE: 7:00 p.m. – February 8, 2023

**LOCATION: Jackson Village Hall
N168W19851 Main St.
Jackson, WI 53037**

AGENDA

Introductions: Have everyone introduce themselves.

PROGRAM – Our speakers tonight will be the Library Directors of Ozaukee and Washington Counties. Their topic will be “The importance of Library Boards and how they differ from other Municipal Boards.” They would also like to Discuss an important piece of Legislation that they are working on.

APPROVAL OF MINUTES: From the January 11, 2023 meeting if available.

OLD BUSINESS:

New Business: Topics you would like to see discussed in the future.

NEXT MEETING: Our next Legislative Committee meeting will be held on March 8, 2023. Our topic will be Standards and Requirements for Volunteer Fire Fighters.

ADJOURNMENT:

Cc: Toni Herkert, Government Affairs Director, League of Wisconsin Municipalities.

CO-SPONSORSHIP MEMORANDUM

TO: All Legislators

FROM: Representative Paul Tittl and Shae Sortwell
Senator André Jacque

RE: Co-Sponsorship of LRB-1095/1, relating to: pupil or minor access to harmful material in public libraries and public schools

DATE: Thursday, January 5th, 2023

Deadline: Friday, January 20, 2023 at 12:00 PM

Every day children are being exposed to sexually explicit and psychologically damaging material through library databases [via innocent book searches](#) and school curricula. Wisconsin statute [948.11](#) incorporates criminal penalties for exposing children to harmful material or harmful descriptions or narrations. However, it includes exemptions for libraries and educational institutions.

This bill is designed to protect children from unwanted harmful content that parents don't want them viewing.

It requires any public library, charter school, or school board providing internet access to minors to implement at least one of the following,

- 1) Equip the computer with software that will limit a pupil's or minor's ability to gain access to harmful material,
- 2) Purchase Internet connectivity from an Internet service provider that provides filter services to limit access to harmful material, or
- 3) Develop and implement a policy that establishes measures to keep pupils and minors from gaining access to harmful material.

The public library or public school may allow a pupil or minor to access harmful material if the parent or guardian consents. Further, if a public school student would be able to view or otherwise have access to harmful material as part of classroom instruction, the school must provide the parent or guardian of the pupil all of the following:

- 1) An outline of the curriculum and a summary of the instructional materials that contain the harmful material,
- 2) Information regarding how the parent or guardian may inspect the complete curriculum and instructional materials, and
- 3) An opt-out option from the harmful material.

At least [twenty-seven states](#) have enacted internet filtering laws to prevent a minor from accessing harmful material; This bill goes a step further by requiring parental consent should a public school pupil have access to harmful material as part of classroom instruction.

If you would like to co-sponsor this legislation, please reply to this email or contact Steve Hall in Rep. Tittl's office at 6-0315 or Bill Cosh in Sen. Jacque's office at 6-3512 by noon on Friday, January 20th, 2023. All co-sponsors will be added to both versions of the bill unless otherwise specified.

Analysis by the Legislative Reference Bureau

Analysis by the Legislative Reference Bureau This bill requires public libraries and public schools, including charter schools, to take steps to prevent pupils and minors from accessing harmful material on computers. Under the bill, "harmful material" is defined as 1) any picture, photograph, drawing, sculpture, motion picture film, or similar visual representation or image of a person or portion of the human body that depicts nudity, sexually explicit conduct, sadomasochistic abuse, physical torture, or brutality and that is harmful to children; or 2) any book, pamphlet, magazine, printed matter however reproduced or recording that contains matter described in item 1, or explicit and detailed verbal descriptions or narrative accounts of sexual excitement, sexually explicit conduct, sadomasochistic abuse, physical torture, or brutality and that, taken as a whole, is harmful to children.

The bill requires any public library that provides a public access computer and any school board or independent charter school to do at least one of the following with respect to the public access computer or school computer to which pupils and minors have access: 1) equip the computer with software that will limit a pupil's or minor's ability to gain access to harmful material; 2) purchase Internet connectivity from an Internet service provider that provides filter services to limit access to harmful material; or 3) develop and implement a policy that establishes measures to keep pupils and minors from gaining access to harmful material. Under the bill, a public library or public school may allow a pupil or minor to access harmful material on the Internet if the parent or guardian of the pupil or minor consents to that access.

Beginning in the 2024-25 school year, the bill requires each school board and operator of an independent charter school to adopt a policy that specifies criteria for determining whether certain material is offensive material, which, under the bill, means the material is offensive to prevailing standards in the adult community with respect to what is suitable for children. Under the bill, if a public school pupil will view or otherwise have access to offensive material as part of classroom instruction, the school must provide the parent or guardian of the pupil with an outline of the curriculum and a summary of the instructional materials that contain the offensive material, information regarding how the parent or guardian may inspect the complete curriculum and instructional materials, and an explanation of the exemption available to parents and guardians under the bill. The bill requires each public school to make the complete curriculum and all instructional materials

available for inspection by parents or guardians upon request. Under the bill, no pupil may be required to take any such instruction if the pupil's parent or guardian files with the teacher or school principal a written request that the pupil be exempted. Finally, the bill provides that no public school or public school employee may show or provide to any pupil offensive material for which the school did not follow the requirements under the bill regarding parental notice and opportunity to exempt pupil participation.

For further information see the local fiscal estimate, which will be printed as an appendix to this bill.



The Benefits of Wisconsin Public Libraries

Communities Need

- Reliable, affordable resources •▶
- Access to information▶
- Learning opportunities▶
- Gathering spaces▶

Libraries Offer

- Cost-effective sources for books, digital resources, and technology access
- Free and reliable access to the Internet and published materials
- Resources, programs, and expertise to increase individual, business, and community knowledge
- Places for gathering to learn and connect

The Benefit of Wisconsin Public Libraries



Literacy

- Offering early literacy programs such as 1000 Books Before Kindergarten to help ensure children are ready for school
- Participating in partnerships with schools to help improve student literacy through summer reading programs, teaching research skills, and helping develop information and financial literacy
- Providing important resources for homeschool families



Workforce Development

- Partnering with the state's Workforce Development Centers to extend resources and services to job seekers in communities throughout Wisconsin
- Offering online classes and other learning opportunities designed to increase skills of people seeking employment opportunities or other career advancements
- Providing meeting spaces to conduct interviews both in-person and via technology



Information Technology

- Providing technology training to residents who need assistance
- Offering reliable, hi-speed internet access and wi-fi hotspots to ensure residents have reliable broadband access
- Offering spaces for innovation centers and creative learning labs designed to maximize in-person learning opportunities using technology not readily accessible to individual residents
- For most Wisconsin communities, the public library is the primary place for public access to hi-speed Internet.





Wisconsin Libraries

By the Numbers

Wisconsin Residents Use Libraries

- 41 million physical items checked out
- 1.2 million uses of public internet computers
- 12.3 million wireless internet uses
- 7.6 million BadgerLink successful search retrievals
- 1 million attendees at public library events
- 7.4 million eBooks, e-audiobooks, and videos downloaded

2021 Preliminary Data. Source: Wisconsin Department of Public Instruction

Public Library Systems

- Serve 381 libraries
- Offer technology infrastructure and training
- Coordinate delivery of books statewide
- Provide online catalogs and digital resources
- Optimize local library budgets
- Provide continuing education opportunities
- Offer consulting and leadership

Wisconsin College & University Libraries

- Serve nearly 690,000 students and their local communities
- Support traditional, online, and University of Wisconsin Flexible Option
- Provide research support for nearly \$1.4 billion in federal grant research

Source: National Student Research Clearinghouse Research Center, University of Wisconsin System, Wisconsin Technical College System 2021-2022 Fact Book Student Data, and the National Center for Science and Engineering Statistics.

School Media & Technology Centers

- Serve over 829,000 students
- Support technology instruction and classroom teachers
- Primary funding source is Common School Fund

2021-2022 September enrollment. Source: Wisconsin Department of Public Instruction.

Special Libraries

- Serve medical, industry, research and government institutions
- Support business development in biotechnology, engineering, computer science, agriculture, biofuels, and more
- Provide access to cutting-edge research, consulting services, and space to experiment and innovate



THE LIFE CYCLE

of a Library Book

Library Staff

Board-Approved Collection Development Policy

Staff Selects

Professional Journals (e.g. Publishers Weekly, Library Journal, BookList), Magazines, Newspapers, Staff Expertise

Purchased

Baker & Taylor, Ingram, Local Bookstores, Amazon, Direct from Publisher

Processed

Stamped, Labeled, and Covered

Cataloged

Added to online catalog

Shelved

Children's, Young Adult, or Adult

Copies Added

Community demand triggers the purchase of more copies

Systems' ILS Deliveries

Checked In

Reshelved

Weeded

Deselected or damaged material given to Friends for booksale or recycling

Staff Selects New Books

Library Patron

Community Member/Taxpayer

90% of library budgets come from municipal governments (city, village, town, county, tribal, etc.)

Patron Request

Word of mouth, media mentions, newspapers, magazines, BookTok, etc.

Read in Library

Hold Placed

Interlibrary Loan (ILL) Requested

Checked Out

Returned

Material Challenged
(See other side)



WISCONSIN
LIBRARY
ASSOCIATION

wisconsinlibraries.org
wla@wisconsinlibraries.org

When there is a **BOOK CHALLENGE**

Challenges to Library Materials

Libraries have policies and procedures in place to respectfully address a community member's concerns. It begins long before an item is placed in the collection.

How are **MATERIALS ADDED** to a library's collection?

- A locally appointed Library Board of Trustees develops a Collection Development Policy to guide its library's selection of materials.
- Local library staff use their training and expertise, professional book reviews, and patron requests to purchase materials that fit the Library Board's Collection Development Policy and reflect the needs and interests of the local community.
- Librarians locate materials in the library based on their professional expertise, knowledge of the community, and the Collection Development Policy.

What process does a library use to deal with a **MATERIALS CHALLENGE**?

The library's board-approved Collection Development Policy details a process for responding to materials challenges:

- When a patron notifies the library of an item they believe should be removed or relocated, staff provide the patron with a materials-reconsideration form that allows the patron to express their concerns.
- Staff review the submission; read, listen, or watch the item in its entirety; and determine whether the item complies with the Collection Development Policy.
- The Library Director notifies the patron in writing of its decision. The patron has the opportunity to appeal the decision to the Library Board.
- If the patron appeals the decision, the Library Board conducts its own review in relation to the Collection Development Policy. The Library Board notifies the patron of its decision in writing.



Always feel free to talk to your local library director with questions or concerns.



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ASSOCIATION

wisconsinlibraries.org
wla@wisconsinlibraries.org



GERMANTOWN

Library has spate of programs set for late winter, spring

By Melanie Boyung

Special to the Daily News

GERMANTOWN — The Germantown Community Library has a wide variety of programs slated for the end of winter and into the spring, as there are activities, events and resources available for youths, teens and adults.

For teen and tween programming, the Germantown library has a Teen Lock-in coming up this month. It will be from 6 to 9 p.m. on Friday, Feb. 17; a signed permission slip is required for teens to participate.

On Feb. 17 and Feb. 18, the library will have a home-made indoor putt-putt golf course in the Community Room for children. Clubs and golf balls will be available first-come, first-served at the youth services desk, beginning at 9 a.m. each day, until 4:30 on Friday and 3 p.m. on Saturday.

In March, the library will host a teen game night Monday, March 20 from 5:30 p.m. to 7:30 p.m. According to library flyers, they will have board, card and video games available as part of the evening.

On March 4 and April 1, both Saturdays, the library will host DnD — dungeons and Dragons — days. There will be an introduction at 11 a.m. and gameplay from noon to 3 p.m. each day.

From April 24 through April 29, the Germantown Community Library will be hosting an Alice in Wonderland escape room; "Escape from Wonderland and best the Queen of Hearts!" according to event information.

The escape room requires registration, for participants to sign up for a time.

The library will also host a number of family nights, held on Thursdays at 6 p.m. This coming Thursday will be Dominoes and Domino's, when families can build dominoes courses while enjoying some pizza. On March 9 they will have Family "Fort" Night, and April 13 will be Junior Secret Agent Training night.

The library also hosts a number of early literacy programs, including story times for different age groups. There are other ongoing programs as well, such as Make It @ the Library.

Make It days occur once a month on a Monday, from 1 to 3 p.m., 3 to 5 p.m. and 5 to 7 p.m. Each monthly Make It day provides patrons age 11 and up all the supplies to make a themed craft. The Make It days are set for Feb. 27, March 27, April 24 and May 15, with more information available on the Germantown library website.

The Friends of the Germantown Library group will also be sponsoring a series of special events at the library through the spring. Topics of the events include scams for seniors, identity theft, Reiki energy, Islam in America, gardening topics and others. Dates and times are available through the library.

The Germantown Community Library is open Monday through Thursday, 9 a.m. to 8 p.m., Fridays from 9 a.m. to 5 p.m. and Saturdays from 9 a.m. to 4 p.m. It is located at N112-W16957 Mequon Road.



Name Last, First, Middle

Smith, Patricia A.

Mailing Address Street / PO Box, City, State, ZIP

Germantown Community Library / N112 W16957 Mequon Rd / Germantown, WI 53022

Certification Expiration Date Mo./Yr.

12/2022

I. CONTINUING EDUCATION ACTIVITY LIST

Provider and Title of Program	Inclusive Dates	Category A, B, or C	Number of Contact Hours		Validator Use Only Validated		
			Technology	Total	Yes	No	Pending
2018 WAPL Conference	5/3/2018	B	3.00	6.00	☐	☐	☐
2018 WAPL Conference	5/4/2018	B		3.00	☐	☐	☐
2018 WLA Conference	10/24/2018	B		6.00	☐	☐	☐
2018 WLA Conference	10/25/2018	B		6.00	☐	☐	☐
					☐	☐	☐
					☐	☐	☐
					☐	☐	☐
					☐	☐	☐
					☐	☐	☐
					☐	☐	☐
					☐	☐	☐
					☐	☐	☐
					☐	☐	☐
					☐	☐	☐
Total Contact Hours			3.00	21.00			

II. SIGNATURE

I HEREBY CERTIFY that the information provided has been validated as shown and is true and correct to the best of my knowledge.

Signature of Validator

Date Signed Mo./Day/Yr.





Name Last, First, Middle

Smith, Patricia A.

Mailing Address Street / PO Box, City, State, ZIP

Germantown Community Library / N112 W16957 Mequon Rd / Germantown, WI 53022

Certification Expiration Date Mo./Yr.

12/2022

I. CONTINUING EDUCATION ACTIVITY LIST

Provider and Title of Program	Inclusive Dates	Category A, B, or C	Number of Contact Hours		Validator Use Only Validated		
			Technology	Total	Yes	No	Pending
2019 WLA Conference	10/9/2019	B	1.00	6.00	☐	☐	☐
2019 WLA Conference	10/10/2019	B	1.00	6.00	☐	☐	☐
					☐	☐	☐
					☐	☐	☐
					☐	☐	☐
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					☐	☐	☐
					☐	☐	☐
					☐	☐	☐
					☐	☐	☐
Total Contact Hours			2.00	12.00			

II. SIGNATURE

I HEREBY CERTIFY that the information provided has been validated as shown and is true and correct to the best of my knowledge.

Signature of Validator

Date Signed Mo./Day/Yr.





Name Last, First, Middle

Smith, Patricia A.

Mailing Address Street / PO Box, City, State, ZIP

Germantown Community Library / N112 W16957 Mequon Rd / Germantown, WI 53022

Certification Expiration Date Mo./Yr.

12/2022

I. CONTINUING EDUCATION ACTIVITY LIST

Provider and Title of Program	Inclusive Dates	Category A, B, or C	Number of Contact Hours		Validator Use Only Validated		
			Technology	Total	Yes	No	Pending
2020 PLA Conference	2/26/2020	B		3.00	☐	☐	☐
2020 PLA Conference	2/27/2020	B		6.00	☐	☐	☐
PLA Public Libraries Respond to COVID-19: Free Webinar Series	3/26/2020 - 4/23/2020	B	2.00	6.00	☐	☐	☐
					☐	☐	☐
					☐	☐	☐
					☐	☐	☐
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					☐	☐	☐
					☐	☐	☐
Total Contact Hours			2.00	15.00			

II. SIGNATURE

I HEREBY CERTIFY that the information provided has been validated as shown and is true and correct to the best of my knowledge.

Signature of Validator

Date Signed Mo./Day/Yr.





Name Last, First, Middle

Smith, Patricia A.

Mailing Address Street / PO Box, City, State, ZIP

Germantown Community Library / N112 W16957 Mequon Rd / Germantown, WI 53022

Certification Expiration Date Mo./Yr.

12/2022

I. CONTINUING EDUCATION ACTIVITY LIST

Provider and Title of Program	Inclusive Dates	Category A, B, or C	Number of Contact Hours		Validator Use Only Validated		
			Technology	Total	Yes	No	Pending
2021 ABOS Conference	10/11/2021 - 10/13/2021	B		7.00	☐	☐	☐
2021 WLA Conference	11/16/2021	B		6.00	☐	☐	☐
2021 WLA Conference	11/17/2021	B	1.00	6.00	☐	☐	☐
2021 WLA Conference	11/18/2021	B		3.00	☐	☐	☐
Library Journal Design Institute: Library Design Online	11/30/2021	B		4.00	☐	☐	☐
					☐	☐	☐
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					☐	☐	☐
Total Contact Hours			1.00	26.00			

II. SIGNATURE

I HEREBY CERTIFY that the information provided has been validated as shown and is true and correct to the best of my knowledge.

Signature of Validator



Date Signed Mo./Day/Yr.



Name Last, First, Middle

Smith, Patricia A.

Mailing Address Street / PO Box, City, State, ZIP

Germantown Community Library / N112 W16957 Mequon Rd / Germantown, WI 53022

Certification Expiration Date Mo./Yr.

12/2022

I. CONTINUING EDUCATION ACTIVITY LIST

Provider and Title of Program	Inclusive Dates	Category A, B, or C	Number of Contact Hours		Validator Use Only Validated		
			Technology	Total	Yes	No	Pending
2022 WAPL Conference	5/12/2022	B		6.00	☒	☐	☐
2022 WAPL Conference	5/13/2022	B		3.00	☒	☐	☐
2022 ABOS Conference	10/4/2022	B	1.00	6.00	☒	☐	☐
2022 ABOS Conference	10/5/2022	B	1.00	6.00	☒	☐	☐
2022 ABOS Conference	10/6/2022	B		3.00	☒	☐	☐
2022 WLA Conference	11/2/2022	B		6.00	☒	☐	☐
2022 WLA Conference	11/3/2022	B		6.00	☒	☐	☐
					☐	☐	☐
					☐	☐	☐
					☐	☐	☐
					☐	☐	☐
					☐	☐	☐
					☐	☐	☐
Total Contact Hours			2.00	30.00			

II. SIGNATURE

I HEREBY CERTIFY that the information provided has been validated as shown and is true and correct to the best of my knowledge.

Signature of Validator

➤

Date Signed Mo./Day/Yr.

12/29/23.



Wisconsin Department of Public Instruction
PUBLIC LIBRARIAN CERTIFICATION APPLICATION
PI-2450 (Rev. 12-17)

Required by s. 43.09(1) Wis. Stats. and PI 6.03(2) Wis. Admin. Code.

For information about certification for Wisconsin Public Library
Directors, see the certification website (dpi.wi.gov/pld/certification)

INSTRUCTIONS: Complete this form, enclose the necessary
attachments, and submit to:

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
ATTN: ACCOUNTS RECEIVABLE
PO BOX 7841
MADISON, WI 53707-7841

I. GENERAL

Last Name Smith		First Name Patricia	Middle Name Ann	Other Last Name(s) Previously Used Klowak	
Mailing Address <i>Choose one</i> ☒ Use public library address ☐ Use alternate address provided		Alternate Mailing Address Street / PO Box N112 W16957 Mequon Rd		City Germantown	State WI
Email Address smithp@germantownlibrarywi.org		Phone Area/No. (262) 253-7760		ZIP 53022	
Current Position ☒ Director ☐ Other Specify:	Date Hired <i>If New Director Mo./Day/Yr.</i> 10/1/2016	Library Where Currently Employed Germantown Community Library Public Library System Monarch Library System			

II. TYPE OF CERTIFICATION REQUESTED

Grade Level Requested <i>Choose one</i> ☒ I ☐ II ☐ III	Type of Certification <i>Choose one</i> ☐ First Regular ☒ Renewal of Regular ☐ Provisional ☐ First Temporary ☐ Renewal of Temporary	Expiration Date of Current Certification <i>Renewal or Provisional, Mo./Yr.</i> 12/2022
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III. ENCLOSURES

Official documentation must be submitted for all first certification.

First Regular Certification		First Temporary Certification	
General Education Requirements	Library Course Requirements	General Education Requirements	Library Course Requirements
Official documentation <i>Choose one</i> ☐ Master's (or higher degree) in library science ☐ Bachelor's degree with a minor in library science * ☐ Bachelor's degree ** ☐ At least 54 semester credits ** * Requires Advanced Public Library Administration ** Requires coursework in four designated subject areas	<i>Except for applicants with master's degree in library science</i> ☐ Official documentation of required library courses	Official documentation <i>Choose one</i> ☐ Bachelor's (or higher degree) ☐ Bachelor's degree with a minor in library science ☐ At least 54 semester credits	Official documentation <i>Choose one</i> ☐ Official documentation of required library courses already completed ☐ Schedule for completion of certification course requirements <i>Required</i>
Renewal of Regular Certification ☒ Validated Annual Summations of Continuing Education Activities (Form PI-2454)	Renewal of Temporary Certification ☐ Official documentation of library courses completed since last certification	Certification Fee <i>Nonrefundable fee to defray handling costs. Make check payable to DPI. Choose one</i> ☒ \$50 Regular or Provisional Certification ☐ \$10 Temporary or Lapsed Certification	

IV. SIGNATURE

I CERTIFY that the above information is true and correct to the best of my knowledge. I understand that any false statements may result in denial or revocation of the certificate.

Applicant Signature 	Date Signed Mo./Day/Yr. 12/1/22
--	---

V. FOR DPI USE

DLT Recommendation for Approval ☒ Grade 1 ☒ Regular ☐ Certification ☐ Grade 2 ☐ Temporary ☐ First ☐ Grade 3 ☐ Provisional ☒ Renewal	To Expire on the Last Day of Mo./Yr. 12/2027	Signature of DLT Certification Coordinator 	Date Signed Mo./Day/Yr. 02/08/2023
--	--	--	--

Public Librarian Certificate

The Wisconsin Department of Public Instruction, Division for Libraries and Technology,
in accordance with Wisconsin State Statute, Chapter 43, hereby issues this Regular Grade 1 Certificate,
expiring the last day of December 2027, to

Patricia A. Smith

Signed and dated this 8th day of February 2023,
in Madison, Wisconsin

Darrell L. Williams, PhD

Darrell L. Williams, PhD, Assistant State Superintendent
Division for Libraries and Technology



WISCONSIN DEPARTMENT OF
Public Instruction
Jill K. Underly, PhD, State Superintendent

Germantown Community Library Board

MEETING DATE: February 22, 2023
PLACEMENT: Unfinished Business
AGENDA ITEM(S): VIII. A. Strategic / Facility Planning
SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

2023-2027 STRATEGIC PLAN

The final draft of the WiLS Strategic Plan was approved by the Library Board at the October 26 meeting. A presentation was also made at the Village of Germantown Board meeting on Monday, February 6, 2023 (see attached) and the Village of Richfield Board meeting on Thursday, February 16.

Additional Strategic Plan updates:

- Display case went up on Wednesday, February 2 and will be up all month
- Press Release was sent out on Monday, February 23, 2023 along with digital copies
- Printed copies are available at the library (currently near the small display case for February and will be moved to the Circulation Desk in March)
- Digital copies are available on the website
- Posted on Facebook
- Posted on eNewsletter
- Director reached out to Town of Germantown, Village of Jackson and Town of Jackson to enquire about presenting the Strategic Plan at future board meetings

Regular updates on implementation will occur as needed to the Library Board.

The Strategic Plan is scheduled to be updated in 2027.

FACILITY PLAN

The Library Board voted at the Library Board meeting on Wednesday, November 16, 2022 that the committee Strategic / Facility Planning Committee will meet as needed.

Funding of \$50,000 was not approved for the 2023 budget.

Library Director and Assistant Director had a meeting with Engberg Andersen Architects to create a plan going forward:

- It is recommended to have the Library Director and Engberg Andersen Architects present the Conceptual Design at the Village Board meeting in May/June in preparation for the 2024 budget.
- It is recommended to request funding of \$50,000 for the 2024 project to complete this project in 2024 (50% Village Funds / 50% Library Washington County Capital Reserve Funds)
- If the Conceptual Design is completed in 2024, it is recommended to move ahead with a fundraising campaign in 2025.

Miller and Smith will continue work on researching capital fundraising and setting up a 501(c)(3) Foundation.

➤ Germantown Community Library

2023-2027 STRATEGIC PLAN



Building connections, enriching lives
& growing our community through library services.

MISSION

The Germantown Community Library is a cornerstone of our community that provides services, ideas, and resources that enrich lives, build connections, and grow the community.

The GCL lives this mission by

- Connecting people with information and resources they need to thrive.
- Providing a welcoming environment and positive experience for everyone.
- Cultivating learning at any age.
- Offering opportunities for entertainment and leisure.

PROCESS

The Strategic Plan was contracted through WiLS (Wisconsin Library Services) and a 7 member Planning Team.



DATA GATHERING

Data was gathered through questionnaires, data assessment, library board & staff and community participation.

22

Community
Conversation
Participants

1,031

Community
Survey
Responses

Additional Data
Collected From:

- Library & Community Landscape Questionnaire
- Demographic & Economic Data Assessment
- DPI Annual Report Data Comparison
- Library Planning Team
- Library Board
- Library Staff

*Thank you for
your input!*

GOALS

The following goals and objectives were determined after a thorough process of data and information gathering and analysis. They are rooted in community and library needs, articulated in survey results, community conversation findings, staff input, and quantitative data such as demographics and library statistics.



GOAL #1

Growing Services

- Develop & maintain the collection to meet the needs of the community
- Strengthen & maintain positive patron experiences through programming & services



GOAL #2

Growing Spaces

- Develop pathways for expansion of the library's footprint
- Improve visitor & staff satisfaction within the physical library space

Data showed a high need for designated quiet space, Makerspace areas, interactive activities & collaborative space in the library building.



GOAL #3

Growing Collaborations & Community

- Improve processes to evaluate relationships & partnerships
- Expand & strengthen connections
- Expand outreach services outside of the library building to residents in Germantown, Richfield & Jackson



Data showed that over 90% of survey takers strongly agreed that the library is important for the community.

GOAL #4

Growing Community Awareness

- Increase patron & community awareness
- Develop & implement communication tools to connect to the Germantown, Richfield & Jackson areas
- Create marketing plan that incorporates local channels



GOAL #5

Growing Organizational Wellbeing

- Create partnerships to ensure financial health of the library
- Expand organizational capacity
- Develop documents on library activities, processes & practices
- Continuously promote an internal culture that focuses on staff wellbeing



IMPLEMENTATION

The Germantown Community Library Director will regularly update the Library Board each year of the 5-Year Plan:

- Feb/Mar: Report on past year progress
- May/June: Review current year goal progress & make adjustments
- Jun-Nov: Identify activities & projects in relation to the budget
- Sept/Oct: Summary of current year's goals
- Nov/Dec: Provide feedback to staff on performance on progress made on activities/projects for the past year



BUILD CONNECTIONS
ENRICH LIVES

THANK YOU

Trisha Smith, Library Director
(262) 253-7760, ext. 2005 smithp@germantownlibrarywi.org



**BUILD CONNECTIONS
ENRICH LIVES**

Germantown Community Library **STRATEGIC PLAN 2023-2027**



**Building connections, enriching lives
& growing our community.**

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6	Goal II: Growing spaces
8	Goal III: Growing collaborations and community
9	Goal IV: Growing community awareness
10	Goal V: Growing organizational wellbeing
11	Implementing the Plan
12	About the Process
13	Acknowledgements

MISSION

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The GCL lives this mission by

- Connecting people with information and resources they need to thrive.
- Providing a welcoming environment and positive experience for everyone.
- Cultivating learning at any age.
- Offering opportunities for entertainment and leisure.

"The Germantown library is one of the "hidden" gems in our community. I have found it to be useful in every facet of my life! We are so fortunate to have a wonderful library with so many services to offer in our community."

-Community Survey Participant



WELCOME TO YOUR LIBRARY!

Germantown Community Library Background

When the first Germantown Community Library was built in 1962, it served a population of just under 700 people and was open twenty hours a week. Fast paced growth in the next two decades led to the construction in 1982 of a new building that was five times larger. The appeal of Germantown's location, its thriving economy, and village services continued to attract new residents. By 2000, Germantown's population had grown past 18,000 and the library had outgrown its space. With an eye on future growth, the village approved a 26,000 square foot building that can be expanded by 13,000 square feet through an addition of a second floor mezzanine level. In 2002, the current building opened its doors and welcomed patrons.

The Village's foresight will almost certainly benefit community members in the coming years. Germantown continues to grow. As of 2022, the Germantown Community Library serves nearly 21,000 residents and an extended county population of 34,539 that includes the non-librariated communities of Richfield and Jackson. Richfield makes up 32% of the total service population and Jackson, 10%. Unsurprisingly, as the population has grown, so have the needs of community members for the Germantown Community Library. Collections, public spaces, technology, and programs have all flourished over the last several years.

Like many libraries, Germantown Community Library faces challenges, especially in the wake of the COVID-19 pandemic and the resulting disruptions. The library has many opportunities to serve the Village of Germantown and surrounding communities, but an increase in library space and/or the modification of existing spaces is crucial to meeting those needs. Germantown is growing and there is also an increase in the diversity of residents in and around the Village. This offers opportunities for the library to grow its user base and impact in the community, but also presents a real challenge as the needs of the different groups are varied. The library, as an employer, has been impacted by external events. COVID-19, staff shortages, and competing funding priorities are all challenges that the library faces, at least in the short term. However, through this strategic plan and with community guidance, the library will develop strategies to successfully meet these challenges and continue to thrive alongside the community it serves.

As the library's statistics show and as the community knows, the Germantown Community Library is ready to embrace the challenges before them. This was especially apparent in the last two years, as the library provided key services through commitment and innovative thinking during closures and public health concerns related to COVID-19. Faced with great challenges, the library thrived and worked to help others do the same, in ways big and small. With these experiences, a remarkable staff, and strong community support, the Germantown Community Library is well positioned to successfully achieve its strategic goals.

It's a wonderful library - great place to study, learn, read, hang out - and all the staff are so friendly and helpful, they're terrific. The library is a real treasure!"

-2022 Community Survey Response

STRATEGIC GOALS

The following goals and objectives were determined after a thorough process of data and information gathering and analysis. They are rooted in community and library needs, articulated in survey results, community conversation findings, staff input, and quantitative data such as demographics and library statistics.

Goal 1: Growing Services

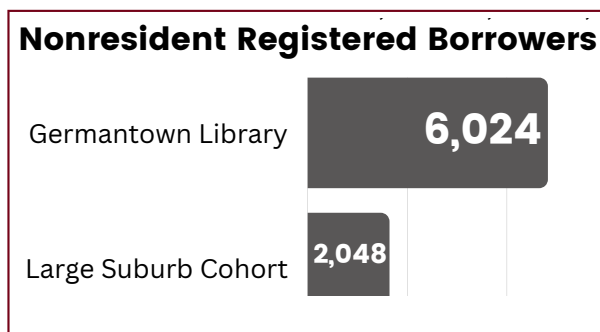
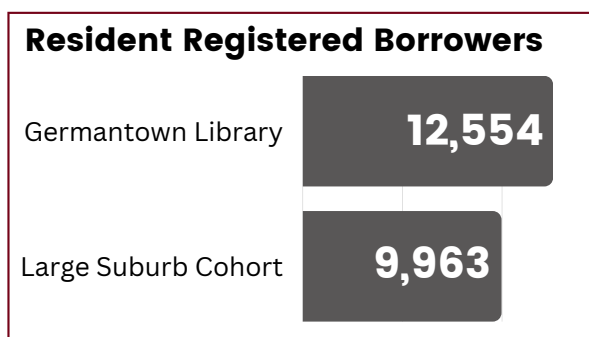
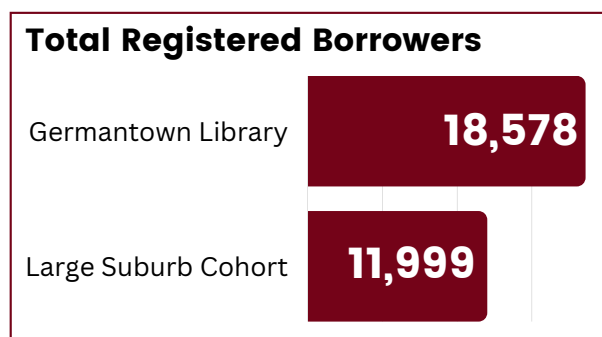
Collection care and customer service are fundamental to the library's success. Cultivating the collection and providing excellent service will increase accessibility to and use of the Germantown Community Library.

Objectives

- Develop and maintain collection management policies and procedures for materials and resources, both physical and digital, which reflect the needs and interests of the community.
- Strengthen and maintain a positive patron experience through programming and services that are responsive and appealing to the community we serve.

The Germantown Community Library is more than a physical space. It provides critical services to the community and as their needs grow and change, the library should be positioned to respond through quality collections, programming, and staff expertise. In times that have been challenging for most public libraries, the Germantown Community Library has thrived, as the following 2019 statistics clearly illustrate.

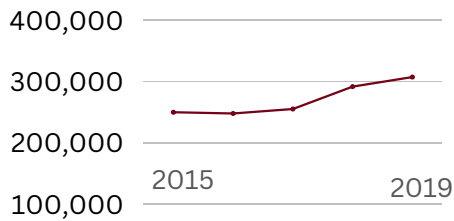
Registered Borrowers



GCL had a higher number of resident and non-resident cardholders than comparable libraries. (Data source: WiLS Annual Report Statistics 2019)

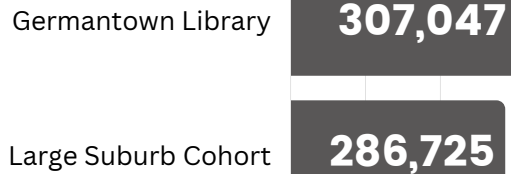
Circulation

Germantown Circulation Growth

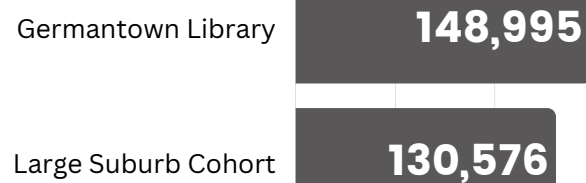


GLC outpaced peer library circulation, driven in particular by children's circulation. (Data source: WiLS Annual Report Statistics 2015-2019)

Total Circulation

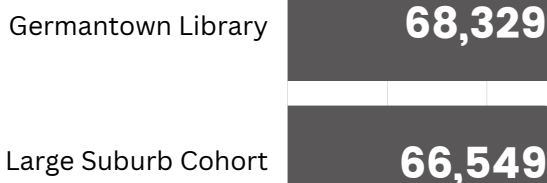


Children's Circulation



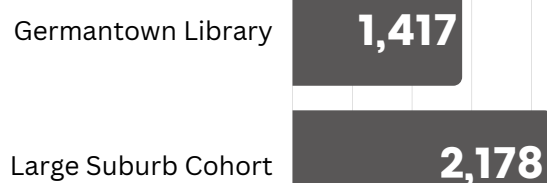
Programming

Total Programming Attendance



GCL offered fewer programs than peer libraries, but saw higher attendance numbers. (Data source for both charts: WiLS Annual Report Statistics)

Total Programs



A strategic plan is future facing, but rests upon the existing strengths of any organization. In order to maintain excellent services and a high quality collection, the library will continue to prioritize the fundamentals: collections, cardholders, and programming. This is directly in response to community needs and expectations of the Germantown Community Library. As one community conversation attendee put it, "How-to's, learning, education – it's at the library. Get it all at the library."

Goal 2: Growing Spaces

Flexible, multi-purpose spaces and a presence in and around the community means Germantown Community Library meets people where they are, and appeals to a wide variety of audiences and their needs.

Objectives

- Develop pathways for expansion of the library's footprint
- Improve visitor and staff satisfaction within the physical library space

The Germantown Community Library has successfully met community needs through collection development, outreach and partnership building, and programming. However, the population of Germantown and the surrounding, non-librariated communities continues to grow, resulting in more, and also varied, demands on the library's spaces and services. Although the library's building is comparable in size to its cohorts, it has a larger patron base and participation rate, reinforcing both the need and community support for library services and spaces. It can be difficult for any library to balance the space needs for all patrons. As the Germantown Community Library has, in the last decade, added programming, early literacy activities in the children's space, and creative spaces, it has become busier and more lively. This has resulted in the need for quiet spaces where patrons can read, study, and explore without interruption.

"My usage of the library has changed as my kids have grown up. Now I appreciate quiet space for adults and books easily visible that catch my interest, but before I most appreciated a place for kids to read, listen, and tinker/play. I'm amazed with all the library has been putting out there lately--so many activities. I hope you have lots of folks taking advantage of and enjoying all the library has been offering."

-2022 Community Survey Response

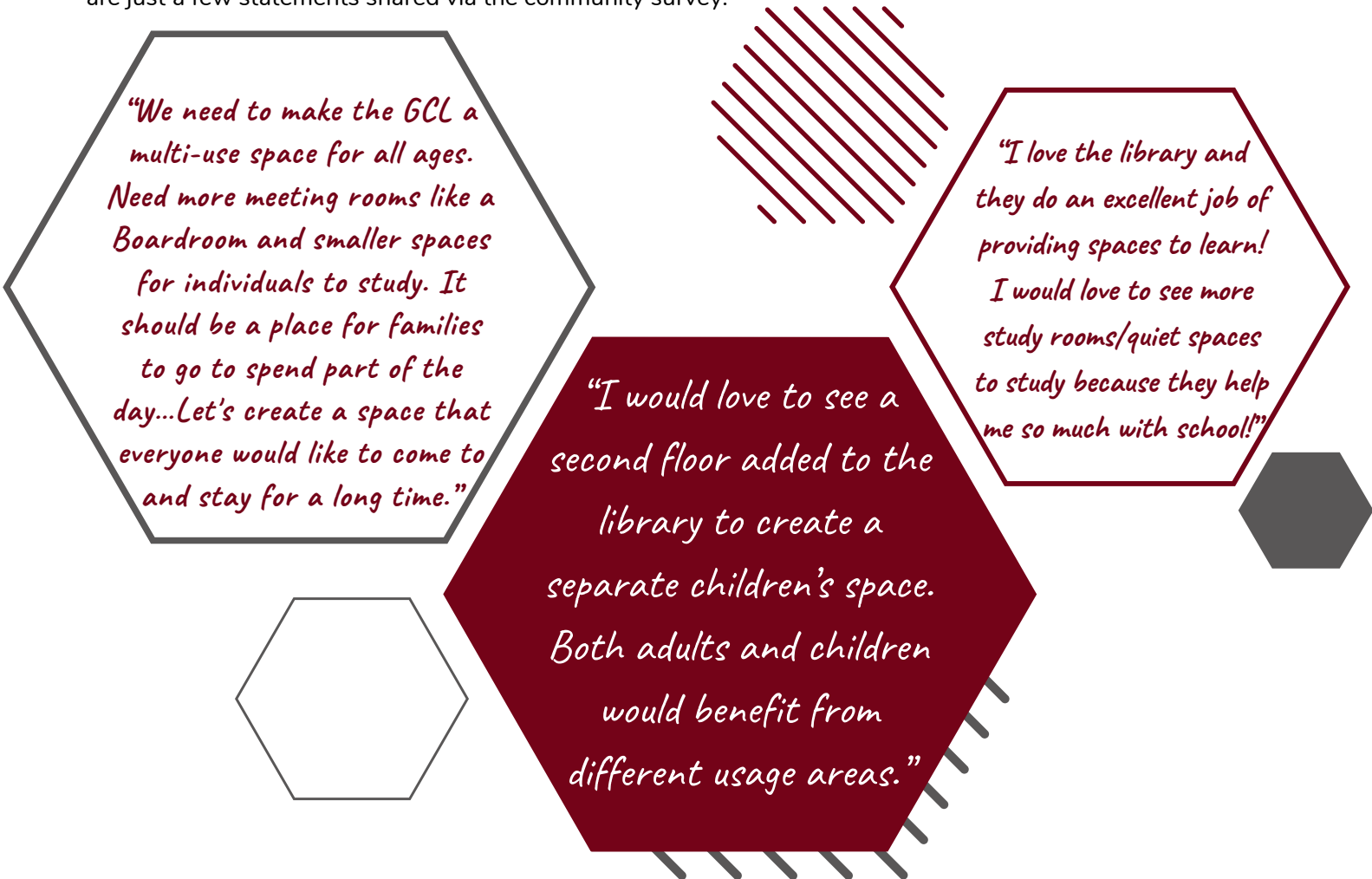


Data and information gathered in the planning process points toward support and need for building expansion. Survey respondents' top priority for improving the physical space of the library was the creation of a designated quiet space to read and work, something not possible with the current building's footprint.

Based on a Survey Scale of 1-5 (1=lowest, 5=highest)

Building Expansion Priorities	Weighted Score
#1 - Create a designated quiet space to read, work or study.	4.23
#2 - Create a Makerspace area.	3.95
#3 - Create more interactive activities in the Children's Area.	3.65
#4 - Create more collaborative spaces and group study rooms.	3.26
#5 - Create a space for teens.	3.07
#6 - Provide options for pick up of material.	3.05

Community conversations and the survey clearly indicated community support for library expansion. Here are just a few statements shared via the community survey:



Of course, some improvements to the existing space can also be made through careful study and intentional updates.

Goal 3: Growing Collaborations & Community

Through careful practices and meaningful community relationships and partnerships, the Germantown Community Library will bring people and groups together to learn, accomplish goals, and build connections.

Objectives

- Improve, document, and share internal processes and practices to identify, define, and evaluate relationships and partnerships.
- Expand and strengthen connections and partnerships among existing and new community networks, especially those that help members of the Germantown area and surrounding communities to learn, build relationships, and connect with each other.
- Expand outreach services of material and programming outside of the library building to residents in Germantown, Richfield and Jackson.

Throughout the planning process, the library heard from staff, trustees, and community members that the Germantown area and surrounding communities have a plethora of service organizations, government and civic agencies, and community groups to serve the varied needs of residents. While there are strong services and partnerships, community conversation participants shared that there is room for better coordination to improve access to services, reach more people, and decrease duplicative efforts. The community conversations showed gaps in awareness of local services and helped build connections and partnerships in real time, with individuals staying after to exchange information with each other.

Over 90% of survey takers strongly agreed that the library is important for the community.

The Germantown Community Library has worked to create and cultivate relationships throughout the Village and surrounding area. The library has started to go beyond community outreach to community partnership building. Hiring a Library Outreach Specialist in 2021 has helped solidify the library's outreach and community building efforts. The library is seen by many as a natural partner, whether they are hosting community events, participating in committees, or visiting locations off site. In fact, the library has regular requests from community partners to host, promote, or take part in local events and happenings. The library's success in this area has resulted in a real need to define and systematize community partnerships and the processes that can help with prioritization and to ensure these partnerships thrive.



Goal 4: Growing Community Awareness

The library, the Germantown community, and the surrounding area have an abundance of events, opportunities, and resources to offer and the Germantown Community Library can improve awareness of these through thoughtful partnerships and impactful communications.

Objectives

- Increase patron and community awareness of the resources and services offered by the library and Monarch Library System.
- Develop and implement communication tools to connect with different government boards and officials throughout the Germantown area, non-librariated communities and Washington County.
- Create a marketing plan that incorporates local communication channels.

There is always room for increased awareness of the services and resources available through the Germantown Community Library. Whether one is a resident of Germantown, Richfield, or Jackson, or a Germantown Village Trustee, messaging to showcase the work and value of the library should be clear and easy to find and follow. The library has a healthy (and growing) communications toolbox: the electronic newsletter and communications in the library are excellent ways to reach library users, and the library's social media presence, with over 3,500 followers on Facebook, is a powerful way to reach those that visit the library less frequently. Gaps in various age groups and service populations provide opportunities for the library to increase awareness for non-library users.

The community survey showed high awareness of core library services, such as books to borrow, computers and wi-fi, and the children's area. It also revealed some services the library could increase awareness of by using appropriate messaging and channels.

Less than a third of Regular Library Users indicated awareness of the following services at the Germantown Community Library



Community conversations highlighted the fact that effective communication is a challenge throughout Germantown and the surrounding area; people are not always sure where to find community information. Service providers and community groups shared a desire for a centralized pathway to amplify messages and reduce duplication of, or gaps in, sharing about services and events. In its physical and metaphorical role as a community center, the library has a role in helping improve awareness of community events—though this must be done with the library's mission and capacity in mind.

Goal 5: Growing Organizational Wellbeing

The state of the Germantown Community Library depends on the financial and wellbeing of the library and of the library's staff. Both will be prioritized through careful practices and meaningful action.

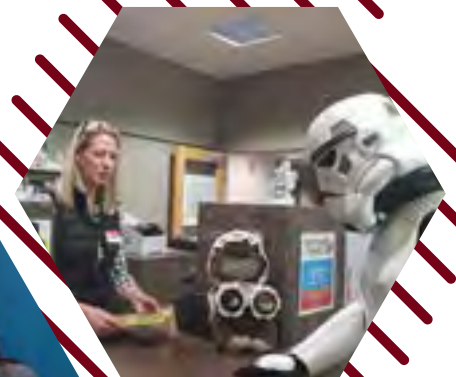
Objectives

- Create and cultivate new philanthropic partnerships, sponsorships, and pathways to ensure the financial health of the library.
- Expand organizational capacity to maintain and grow service areas.
- Develop internal infrastructure to document and train on library activities, processes, and practices.
- Continuously promote an internal culture that focuses on staff wellbeing.

Stewardship, the responsible management of the library, is a core value of the Germantown Community Library administration and staff. It includes the responsibility to cultivate of income streams that are sustainable and supportive of the library's operations and the community's needs. The survey and community conversations showed the need for an expanded library with multi-purpose spaces that serve a diverse array of ages and stages. The library and the Board of Trustees understands that the funding of this initiative will need to involve a multi-pronged approach that includes donations, partnerships, and municipal support, both in Germantown and non-librariad communities the library serves.

The Germantown Community Library has been incredibly successful in pursuing its mission over the past several years. Program numbers have increased, outreach has been prioritized, and partnerships sought and sustained, all on top of the traditional operations of the library. This success means the library needs to look carefully at organizational capacity, balanced workloads, and the ability to attract and retain top notch staff, who are the heart of the library and its successes.

"I have found that every interaction I have had with every staff member has been extremely friendly and showing a desire to help. Thank you!"
-Community Survey Response



IMPLEMENTING THE PLAN

The Germantown Community Library Director will regularly update the Library Board each year of the 5-Year Plan (2023-2027) following the timeline below on the implementation progress of the strategic plan.



February / March

The library director, with staff input, will provide the Library Board, Village Board, and Monarch Library System with a report on progress made toward implementing the plan through prioritized activities/projects.



May / June

The library director, with staff input, and the Library Board will review current year goal progress, and make necessary changes based on changes in conditions and capacities. Additionally, the library director with staff and board input will identify key priority activities/projects for the next year, in preparation for the library's budget process.



June - November

The library director, with staff, library board and village input, prepares the library budget taking into consideration the identified activities/projects to achieve the defined goals.



September / October

The library director, with staff input, will provide the Library Board with a summary of the current year's goal progress and make necessary changes based on changes in conditions, capacities and remaining budget.



November / December

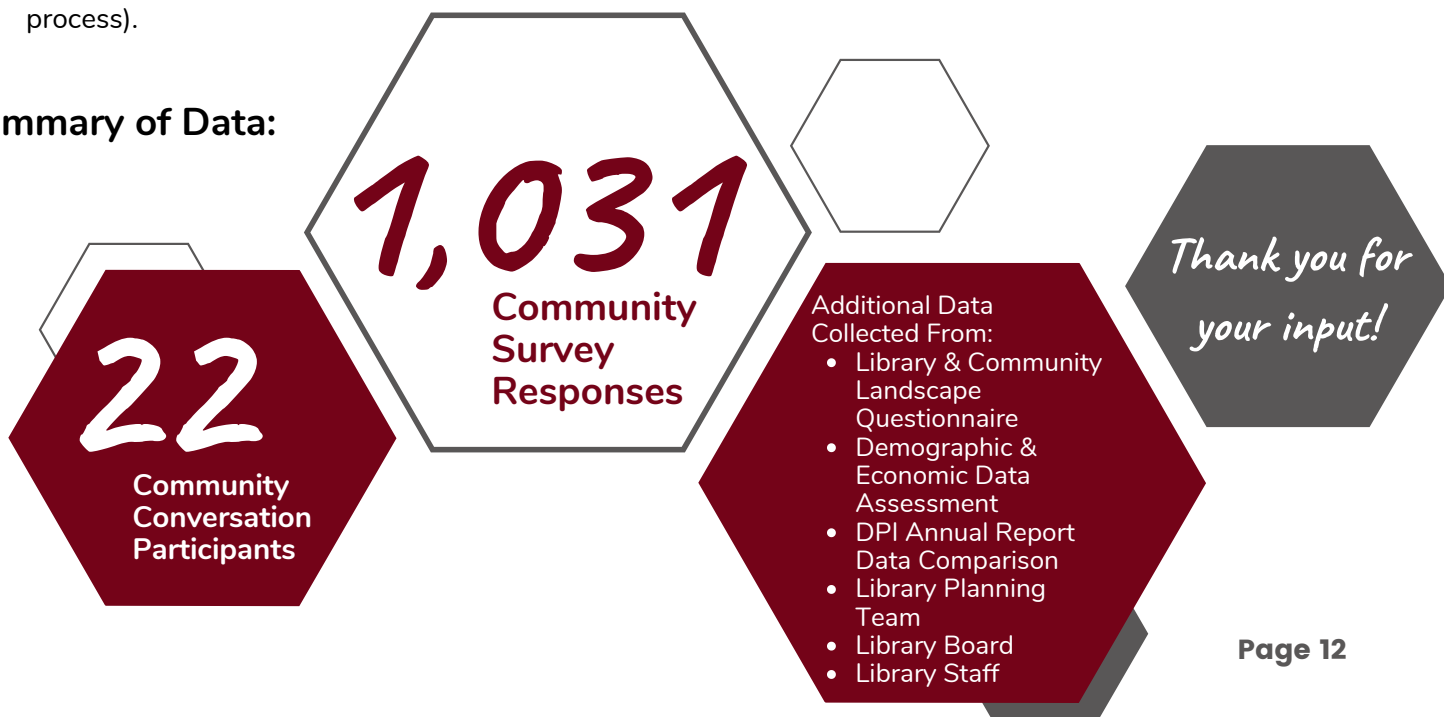
The library director, with supervisor input, will provide feedback to staff in their performance reviews on progress made on activities/projects for the past year.

ABOUT THE PROCESS

In late 2021, the Germantown Community Library formed a strategic planning committee with representatives from the library staff, Library Board, and the Library Friends group. This group, led by the library director, oversaw the planning process, from data and information gathering to the writing of the plan, with consultants from WiLS (Wisconsin Library Services) helping guide the process and providing data expertise.

- November 1, 2021: A Library and Community Landscape Questionnaire, completed by the planning team.
- January 11, 2022: A Library Staff SOAR (Strengths, Opportunities, Aspirations and Results), facilitated by consultants. Work on the refreshed mission statement was also completed during this meeting.
- January 12 – February 7, 2022: Conducted a Community Survey that was completed by 1,031 community members, including both users and non-users of the library.
- February 3 -11, 2022: Three Community Conversations that were facilitated by consultants and attended by planning team members. The conversations were attended by twenty-three community members including business and civic leaders, educators, local residents, and library patrons from Germantown, Richfield and Jackson.
- Annual library operations and service data submitted to the Wisconsin Department of Public Instruction (DPI) for the years 2015-2019. Due to the COVID-19 pandemic statistics for 2020 and 2021 were not used as a result of library closures and limited services available to patrons.
- Demographic and economic data from the American Community Survey and the 2000 and 2010 US Census (2020 data was not available publicly during this process).

Summary of Data:



ACKNOWLEDGEMENTS

This process would not have been possible without the involvement of the communities of Germantown, Richfield and Jackson. The library offers sincere appreciation for the time community members spent completing the survey and taking part in community conversations.

The library would also like to thank all of their staff members for their work and dedication throughout the planning process.

Special thanks to the planning committee members who spent several months and many hours ensuring that the 2023-2027 Strategic Plan meet the needs of the Germantown Community Library and those it serves. Members were:

- Trisha Smith, Library Director
- Connie Lloyd, Library Assistant Director
- Cara Reimer, Library Outreach Specialist
- Joyce Nelson, Library Board President and Monarch Library System Board Member
- Jan Miller, Library Board and Village of Germantown Trustee
- Joletta Kerpan, Library Board Trustee and Germantown Chamber of Commerce Executive Assistant
- Barb Pueringer, Friends of the Germantown Community Library Member

2022 Library Board of Trustees

- Joyce Nelson, President
- Christa Potratz, Vice President
- Darlene Vosen, Treasurer
- Charlene Brady
- Joletta Kerpan
- Jan Miller, Village Trustee Representative
- Trisha Smith, Library Director

Finally, the Germantown Community Library would like to thank Laura Damon-Moore, Kim Kiesewetter, and Melissa McLimans from WiLS for their plan consultation and facilitation services and data collection and analysis.



N112 W16957 Mequon Rd
Germantown, WI 53022
(262) 253-7760
<https://www.germantownlibrarywi.org>
Like us on Facebook!

Germantown Community Library Board

MEETING DATE: February 22, 2023
PLACEMENT: Unfinished Business
AGENDA ITEM(S): VIII. B. Library Condenser Replacement
SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The funding for the Library Condenser Replacement project was brought back to Village Board by Matthew Uselding, Budget Manager on Monday, February 6, 2023. The Village Board voted 4-3 to pay for the project out of Village ARPA funds.

Meeting agenda and information is attached.

Previous meetings motions are listed below:

Public Works & Highway Committee (August 10, 2022)

VI. C. Library Condenser Replacement

MOTION (Miller/Kaminski) to recommend moving this to GGF for funding options. And Superintendent Anderson can proceed with the bid process. Motion Unanimous.

General Government & Finance Committee (September 19, 2022)

V. B. Library Condenser Replacement Commitment in an amount not to exceed \$202,000
Manager Uselding and Superintendent Anderson presented the library condenser replacement commitment information.

Motion (Kaminski/Myers) to recommend the Library Condenser Replacement Commitment in an amount not to exceed \$202,000. Motion Carried Unanimously.

Village Board Meeting (September 19, 2022)

XI. F. Library Condenser Replacement Commitment in an amount not to exceed \$202,000.

Motion (Myers/Baum) to approve Library Condenser Replacement Commitment in an amount not to exceed \$202,000. Discussion ensued to include in the borrowing for the DPW Building. This was planned for in the capital plan and is for more than ten years. Roll Call Vote carried unanimously.

Village Board Meeting (October 17, 2022)

IX. D. Resolution 30-2022, Initial Resolution Authorizing General Obligation Bonds in an amount not to exceed \$205,000 (Library HVAC Upgrades).

Motion (Myers/R. Miller) to approve Resolution 31-2022, Initial Resolution Authorizing General Obligation Bonds in an amount not to exceed \$205,000 (Library HVAC Upgrades). Discussion ensued of placing on the next Village Board meeting. Motion failed. Baum, Hudson, R. Miller, Neureuther, Pieper, Wolter vote no. Myers and J. Miller voted yes.

Village Board Meeting (November 7, 2022)

VII. A. Library Condenser Funding

Motion (Pieper/Hudson) to send the Library Condenser Funding item back to the library board to see what options they are able to come up with. Motion carried. Baum, Hudson, R. Miller, Neureuther, Pieper, Wolter voted yes. Myers and J. Miller voted no.

Library Board Meeting (November 16, 2022)

IX. A. Library Condenser Replacement

Motion (Miller/Vosen): Library Board is not to pay any portion of the library condenser replacement project out of the Library Capital Reserve Washington County Offset money. Motion carried. Vosen, Potratz, Brady, Miller, Mislak voted yes. Kerpan and Nelson voted no.

Village Board Meeting (January 16, 2023)

VII. A. Library Condenser

Motion: Kaminski/R. Miller): To postpone until the first meeting in February. See the status of ARPA funding. Hudson questioned if there is an out clause and time clause on the contract to cancel the contract. Motion carried unanimously.

**VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022**

MEETING: REGULAR MEETING OF THE VILLAGE BOARD

DATE AND TIME: MONDAY, February 6, 2023 7:00 p.m.

**LOCATION: Germantown Village Hall Board Room
N112 W17001 Mequon Road**

NOTICE: Due to technology issues, this meeting will not be broadcast on Channel 25, Spectrum Cable, Webex or live streamed on youtube. It is unknown at the time of posting whether a video recording of the meeting will be available on the Village YouTube Channel.

AGENDA

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:**
- III. **PLEDGE OF ALLEGIANCE:**
- IV. **PRESIDENT'S REPORT:**
- V. **ANNOUNCEMENTS OF FORTHCOMING EVENTS OF PUBLIC INTEREST**
COMMITTEE AND DEPARTMENT REPORTS:
- A. The following individuals will be given the opportunity to make announcements of future municipal activities: Village President, Village Board Members, Village Administrator, Village Attorney, Village Clerk, And Department Heads, to include:
- VI. **CITIZEN INPUT/PUBLIC APPEARANCE on items not subject to a public hearing:**
Please be advised per §19.84(2), information will be received from the public. It is the policy of this municipality that there be a three (3) minute time period, per person, with time extension per the Chief Presiding Officer's discretion; be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments. Written Public Comments should be directed to comments@germantownwi.gov, by 4 p.m. on Monday, February 6.
- VII. **CONSENT AGENDA:**
- A. Approval of Minutes January 16, 2023 Meeting.
- B. Accounts payable/payroll:
- | | | | | |
|----|------------------|------------------|----|------------|
| 1. | January 14, 2023 | Accounts Payable | \$ | 344,804.82 |
| 2. | January 18, 2023 | Accounts Payable | \$ | 2,828.83 |
| 3. | January 20, 2023 | Accounts Payable | \$ | 174,701.15 |
| 4. | January 21, 2023 | Accounts Payable | \$ | 149,728.12 |
| 5. | January 31, 2023 | Payroll | \$ | 257,320.22 |

The following items were forwarded from the **General Government and Finance Committee** with a unanimous recommendation:

- C. Purchase of 48 picnic tables in an amount not to exceed \$49,500 from Lee Recreation.
- D. 3-year Copier Contract with Gordon Flesch in an amount not to exceed \$15,766.32 per year.

VII. UNFINISHED BUSINESS

- A. Library Condenser.

IX. PUBLIC HEARINGS:

- A. None

X. NEW BUSINESS:

- A. Tiny T's LLC, W157N11638 Fond du Lac Ave, "Class B" Fermented Malt Beverage and Intoxicating Liquor License, Shawn Frank, Agent. (Change of Ownership).
- B. Contract with GRAEF in an amount not to exceed \$30,000 for the Trail Master Plan.
- C. Resolution 01-2023, Germantown Municipal Employees Union Local 730 Contract.
- D. Resolution 02-2023, A Resolution Approving the First Amendment to Purchase and Sale Agreement and TID Development Agreement with F Street Germantown, LLC.
- E. Contract for Assessment Services for the 2023 – 2025 Assessment Years with Associated Appraisal Consultants, Inc, in an amount not to exceed \$85,000 annually.
- F. 2022 Library Annual Report and 2023-2027 Library Strategic Plan.
- G. Administrator Setting 2023 Performance Goals. The Village Board May Enter into Closed Session per Wis Stat § 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and then may reconvene into open session to take such action as it deems appropriate.

XI. ADJOURNMENT:

The next regular meeting of the Village Board will be on Monday, February 20, 2023, at 7:00 p.m.

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For Additional information or to request this service please contact the Village Clerk at (262)250-4740 at least 2 days prior to the meeting.

Business of the Village Board

MEETING DATE: January 16th, 2023

AGENDA ITEM: Unfinished Business

ITEM TITLE: Library Condenser Funding Options

FROM: Matthew Uselding, Budget Manager

SUMMARY:

At the October 17th Village Board Meeting, the Board opted not to fund the library condenser replacement project through bond proceeds. At the November 7th meeting the Village Board voted to send the item to the Library Board with the possibility of the Library Board paying for a portion of the project from their capital reserve account. At the November 16th Library Board meeting, the Library Board opted 5-2 **not** to fund any portion of the project. Attached are the minutes from that meeting. Below are alternative funding options for the Board to consider.

	General Fund Reserves	ARPA	Library Capital Reserve	Total
Option 1	\$202,000	\$ -	\$ -	\$202,000
Option 2	\$ -	\$202,000	\$ -	\$202,000
Option 3	\$101,000	\$ 101,000	\$ -	\$202,000

RECOMMENDED ACTION

- Select one of the options as the funding mechanism for the Library Condenser Replacement Project

Village Board

MEETING DATE: January 16th, 2023

AGENDA ITEM: American Rescue Plan Act – Local Recovery Funds – Informational Only.

ITEM TITLE: ARPA Funds

FROM: Matthew Uselding, Budget Manager

SUMMARY:

On March 7th, 2022 the Village Board adopted Resolution 12-2022 Allocation Of American Rescue Plan Funding. Below is as status update on those project/funds.

Category	Allocation	Expenditure	Status
Infrastructure			
Street Trees	\$200,000	\$ -	TBD
Road Paving	\$750,000	\$1,080	Maple/Lannon Project
Building Improvements	\$500,000	\$ -	Referred to GGF
Culture & Recreation			
Rec Trails	\$30,000	\$ -	Spring 2023 Park & Rec Commission
Parks Improvements	\$25,000	\$9,005	Hardwood Engineer
Technology			
ProPhoenix Upgrade	\$125,000	\$72,441	In Progress
Election Equipment	\$45,000	\$45,000	Approved by Village Board (06/6/22)
Hardware Replacement	\$50,000	\$66,472	Cash Registers, FortiGate
Business & Economic Development			
Tourism Commission	\$85,000	\$38,270	Celebrate GTown; Mai Fest
COVID Premium Pay	\$250,000	\$235,350	Approved by Village Board (06/6/22)
Customer Service			
Communications Plan	\$40,000	\$51,366	Miller Communications
TOTAL ALLOCATIONS	\$2,100,000	\$518,984	

NEW BUSINESS

LIBRARY CONDENSER REPLACEMENT – Smith provided a summary of the actions that had been taken regarding the funding of this project. It was first brought to the Public Works & Highway Committee meeting in August by Superintendent Anderson where it was approved for Anderson to move forward with purchasing the unit and forward to the General Government & Finance (GGF) Committee to review funding options. The GGF Committee approved the project unanimously at the September 19 meeting. At the September 19 Village Board meeting it was voted unanimously to include the funding with the DPW building capital funding. At the October 17 Village Board meeting it was readdressed and was voted not to include in the DPW building bonding and to place funding considerations on the November 7 Village Board agenda. At the November 7 Village Board meeting it was voted to send the funding item to the Library Board to review the funding options the Village Board proposed. Options identified as #3 and #4 were presented to the Library Board. Option #3 was \$101,00 General Fund Reserve / \$101,000 Library Capital Reserve. Option #4 was \$101,000 ARPA / \$101,000 Library Capital Reserve. The Library Board discussed all options. MOTION (Miller, Vosen): Library Board is **not** to pay any portion of the library condenser replacement project out of the Library Capital Reserve Washington County Offset money. ROLL CALL VOTE: Trustee Vosen, aye; Trustee Potratz, aye; Trustee Kerpan, nay; Trustee Brady, aye; Trustee Miller, aye; Trustee Misiak, aye; President Nelson, nay. Motion carried (5-2).

CHILDREN'S PATIO – Smith provided a copy of a project proposal to enhance the library's children's patio that was presented by Cara Reimer, Outreach Specialist to Leadership Germantown to be considered for one of their 'Class of 2022-2023' projects. Leadership Germantown did select the library proposal as one of their projects. Smith indicated this is at the preliminary planning stages. She identified three main goals for the enhancements: 1) **Safety** - Provide a small fence to keep young children from running into the parking lot from the patio area; 2) **Accessibility** – create an accessible path from the main sidewalk to the patio; 3) **Better utilize the space** – add items such as small-scale playground equipment, early literacy activities, and solar charging benches. Smith anticipates this being a multi-year project with Leadership Germantown fundraising for the small-scale playground equipment. Vosen offered her compliments to the Village of Germantown Public Works department for the quality installation and maintenance of the Children's Patio bricks. Library staff are working with the Village staff to plan out the proposed enhancements.

CLOSED SESSION

DIRECTOR'S ANNUAL REVIEW – MOTION (Miller, Vosen): Move to adjourn to closed session. ROLL CALL VOTE: Trustee Brady, aye; Trustee Potratz, aye; Trustee Kerpan, aye; Trustee Vosen, aye; Trustee Miller, aye; Trustee Misiak, aye; President Nelson, aye. Motion carried (7-0).

The Germantown Community Library was called into closed session by Nelson at 7:31 p.m.

MOTION (Brady, Vosen): Move to re-enter open session. ROLL CALL VOTE: Trustee Brady, aye; Trustee Potratz, aye; Trustee Kerpan, aye; Trustee Vosen, aye; Trustee Miller, aye; Trustee Misiak, aye; President Nelson, aye. Motion carried (7-0).

The Germantown Community Library was called to re-enter into open session by Nelson at 8:12 p.m.

RECONVENE INTO OPEN SESSION WITH POSSIBLE ACTION.

No action taken.

Germantown Community Library Board

MEETING DATE: February 22, 2023

PLACEMENT: Unfinished Business

AGENDA ITEM(S): VIII. C. 2022 Annual Report

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The 2022 Annual Report was submitted to the Department of Public Instruction on Thursday, February 9, 2023.

A presentation was also made at the Village of Germantown Board meeting on Monday, February 6, 2023 (see attached) and the Village of Richfield Board meeting on Thursday, February 16.

Additional 2022 Annual Report updates:

- Display case went up on Wednesday, February 2 and will be up all month
- Press Release was sent out on Monday, February 23, 2023 along with digital copies
- Printed copies are available at the library (currently near the small display case for February and will be moved to the Circulation Desk in March)
- Digital copies are available on the on the website
- Posted on Facebook
- Posted on eNewsletter
- Director reached out to Town of Germantown, Village of Jackson and Town of Jackson to enquire about presenting the 2022 Annual Report at future board meetings

➤ Germantown Community Library

2022 ANNUAL REPORT



2022 BY THE NUMBERS

35,304

Service Population

The Germantown Community Library serves residents in the Village of Germantown, Town of Germantown, Village of Richfield, Village of Jackson & Town of Jackson and is open to any resident in Wisconsin!

2022 BY THE NUMBERS

12,842

Registered
Library Cards

341,631

Items
Borrowed

92,638

People Visted the
Library

Over 310 people per day!



225,000
Print

+



62,000
Audio/Visual

+



1,200
Library of
Things

+



53,000
Digital

= 341,631

Items Checked Out
(+2.2%)



2022 PHYSICAL CIRCULATION BY MUNICIPALITY

Germantown (V): 184,557

Richfield: 57,944

Jackson (V): 10,543

Jackson (T): 9,626

Other: 26,132

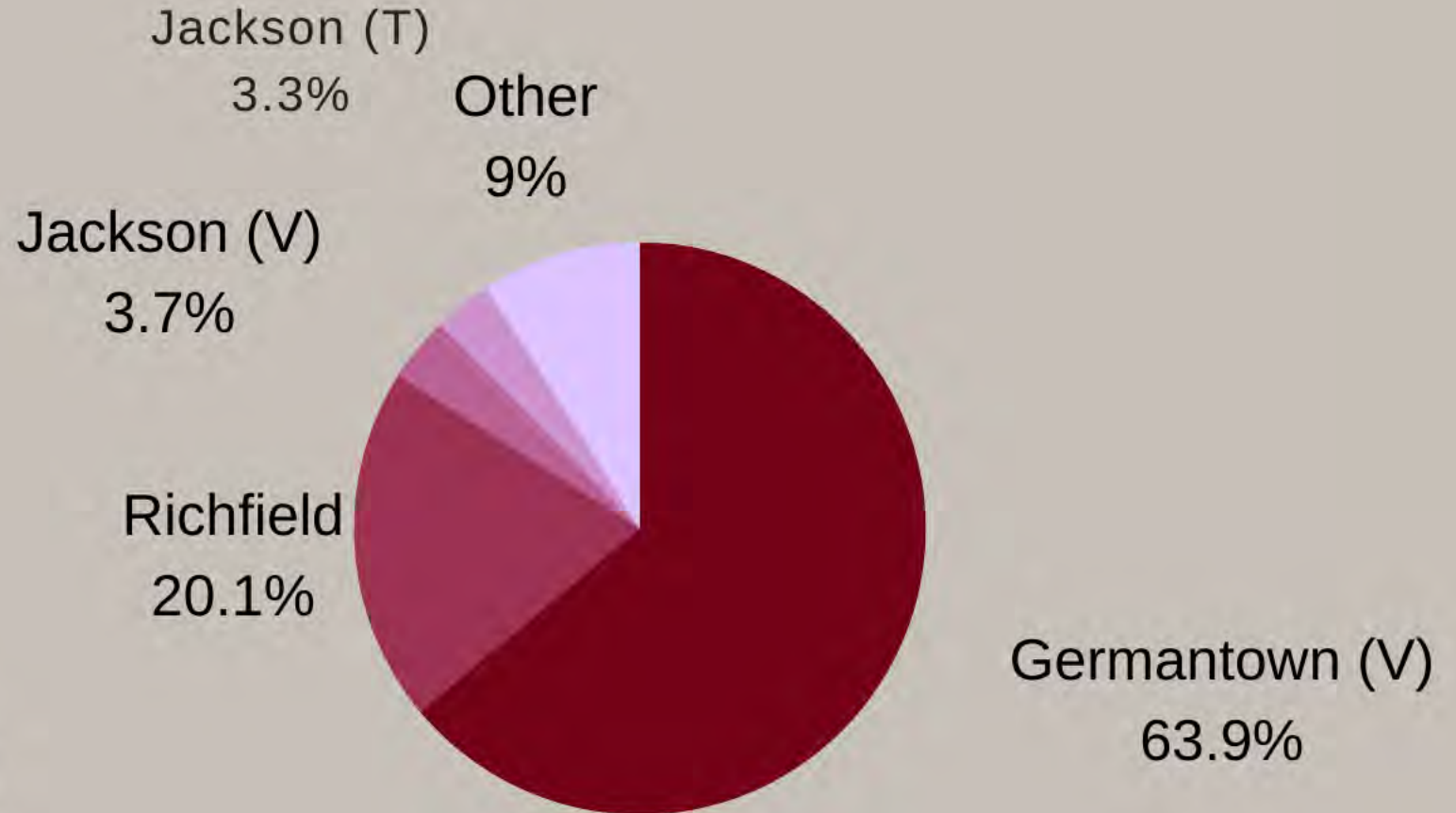
Wash. Co. (Other): 9,808

Wauk. Co.: 7,397

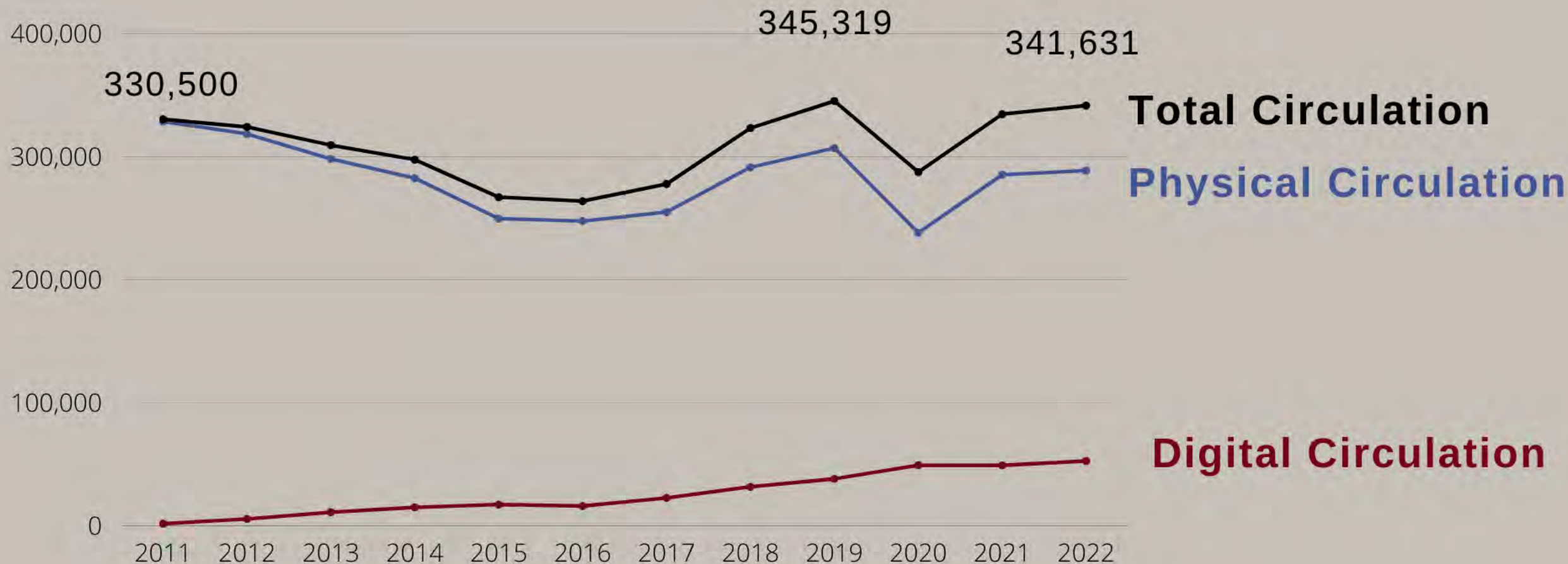
Ozaukee Co.: 6,196

Other Counties: 2,731

= 288,802



CIRCULATION TRENDS 2011-2022



The value of material check out by patrons at the
Germantown Community Library in 2022 was

\$4,578,413



AVERAGE DAY AT THE LIBRARY

310	PEOPLE VISIT
178	PEOPLE CHECK OUT 944 ITEMS
120	SERVICE QUESTIONS ASKED
31	COMPUTER LOG-INS
38	WI-FI LOGINS
37	PROGRAM ATTENDEES
36	OUTREACH ATTENDEES
22	MOBILE CHECKOUTS
177	DIGITAL CHECKOUTS



2022 BY THE NUMBERS

9,399

Public
Computer
Logins

11,382

Wireless
Logins

35,959

Service
Questions
Asked



2022 BY THE NUMBERS

21,844

People Attended

(+45.6%)

655

Programs!



1,185

Summer Reading
Participants

2022 HIGHLIGHTS

The Enchanted Library

- 45 regular stops & events
- 7,369 visitors
- 2,017 checkouts
- New collection started in Oct



2022 HIGHLIGHTS

- Adventure Passes
- Adult Library of Things
- HotSpots
- Self-Service Public Printer, Copier & Scanner
- Expanded Outreach Services
- \$18,000 Raised by the Friends
- 1,000+ people attended the Haunted Library
- 2023-2027 Strategic Plan Complete



2022 OPERATING REVENUE

Germantown: \$724,000

General: \$646,000

Building: \$78,000

Washington County: \$379,000

2019 Payments: \$50,000

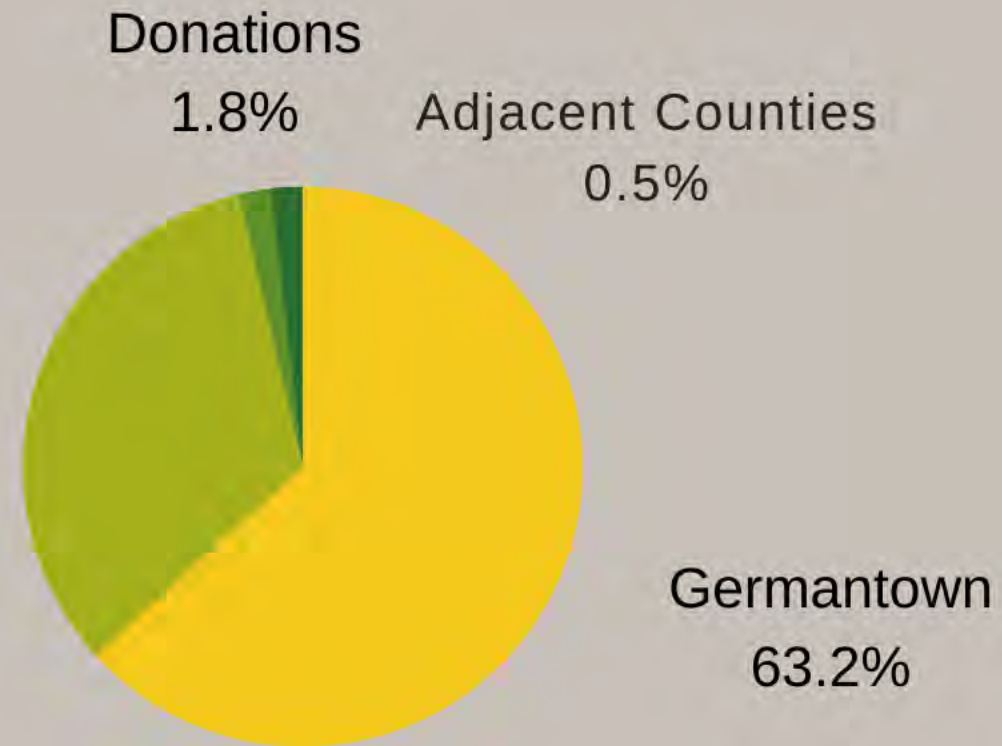
2020 Payments: \$329,000

Donations: \$21,000

Adjacent Counties: \$6,000

= \$1,131,000

Washington County
33.1%



2022 OPERATING EXPENDITURES

Salaries/Wages: \$548,000

Benefits: \$156,000

Material: \$102,000

Physical: \$68,000

Audio/Visual: \$20,000

Electronic: \$10,000

Other: \$5,000

Building/Grounds: \$80,000

Building/Utilities: \$60,000

Programming: \$45,000

Computer Services: \$42,000

Supplies: \$33,000

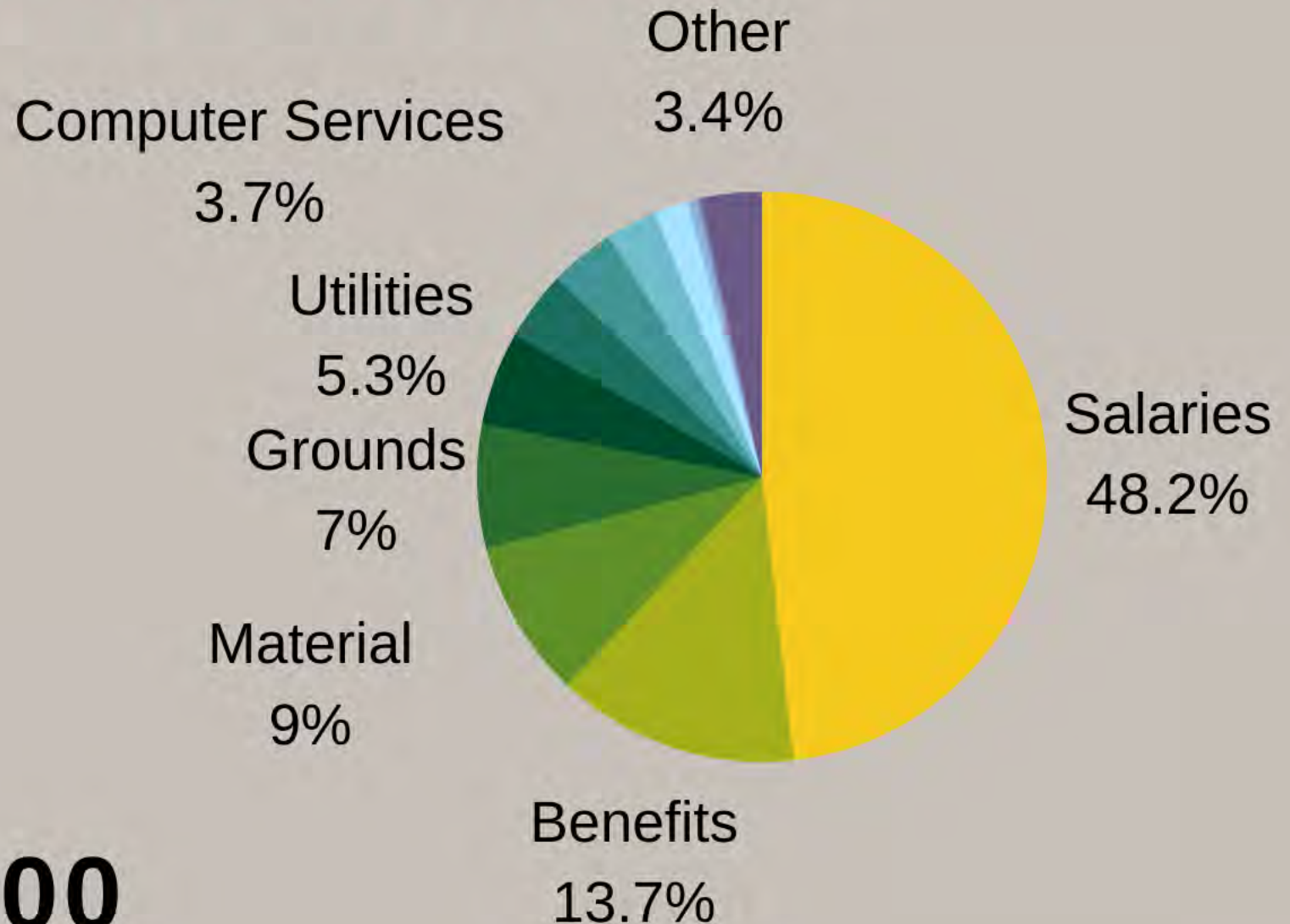
System Automation: \$22,000

Outreach Services: \$6,000

Training: \$3,000

Other: \$39,000

= \$1,136,000



2022 HIGHLIGHTS

- Adventure Passes
- Adult Library of Things
- HotSpots
- Self-Service Public Printer, Copier & Scanner
- Expanded Outreach Services
- \$18,000 Raised by the Friends
- 1,000+ people attended the Haunted Library
- 2023-2027 Strategic Plan Complete





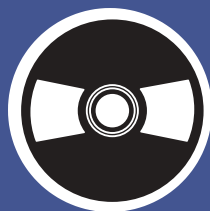
2022 BY THE NUMBERS

GERMANTOWN COMMUNITY LIBRARY



225,000
Print

+



62,000
Audio/Visual

+



1,200
Library of
Things

+



53,000
Digital

=

341,631

Items Checked Out
& **8,639** New Items
Added **+2.2%**

12,842

Registered
Library Cards

92,638
Library Visits
in 2022! **+10%**

35,959

Service
Questions
Asked

In 2022, the library continued to see increases in physical material, digital material, library visits & program attendance as we bounced back from COVID restrictions.

9,399

Public
Computer
Logins

11,382

Wireless
Logins

1,042

Community
& Study
Spaces Used

262

Gale
Courses
Taken

1,015

Volunteer
Hours
Completed

21,844

+45.6%

People Attended

655

Programs

11,000+ people at in-library programs
10,000+ people at programs held outside the library

35,298

Participants in
Self-Directed
Activities

The value of material check out by patrons at the Germantown Community Library in 2022 was

\$4,578,413

Launched in May 2022, our mobile library named "The Enchanted Library" reached over

7,000+

People

BUILD CONNECTIONS, ENRICH LIVES

GERMANTOWN COMMUNITY LIBRARY

**NEW
SERVICES**

MAY
**ADVENTURE
PASSES**

JUN
**SELF-SERVICE
PUBLIC PRINTER,
COPIER &
SCANNER**

JUN
**ADULT LIBRARY
OF THINGS
COLLECTION**

SEPT
**HOT
SPOTS**

ADDITIONAL FACILITY & SERVICES UPDATES:

- Jan: Returned Early Literacy activities to Children's Area
- Jan: Additional benefits added for part-time staff over 24 hours
- May: Launched "The Enchanted Library" - the mobile library trailer
- May: Interfiled Adult Science Fiction/Fantasy with Adult Fiction
- May: Adopted four Little Free Libraries
- June: Returned to all in-person Summer Reading Challenge
- June: Transitioned to monthly visits at Senior Living Facilities
- June: Launched Washington County Job Center Satellite Service
- Aug: Created Outreach Collection for mobile trailer
- Sept: Library Board selected architect firm for Conceptual Design of library expansion project
- Oct: 2023-2027 Strategic Plan completed
- Oct: Fire Suppression replacement project completed
- 2022: Three fundraiser nights held at local restaurants

**THANK YOU FOR
A WONDERFUL
YEAR AS WE
CONTINUE TO
GROW!**



Over 1,000 people attended our Haunted Library event in October! This event was run by 40+ staff & volunteers.



WHAT'S NEXT IN 2023?

- MONARCH CATALOG UPDATES
- CHECKOUT CRAFT KITS
- NEW ONLINE CLASSES
- NEW COLLECTIONS
- NEW PROGRAMS & SERVICES

AN AVERAGE

DAY

AT THE
GERMANTOWN
COMMUNITY
LIBRARY

GERMANTOWN
COMMUNITY LIBRARY



BUILD CONNECTIONS
ENRICH LIVES

OUTSIDE THE BUILDING

36 People Attend
Outreach Programs

22 Items Checked
Out from the
Mobile Library

IN THE BUILDING

310 People Visit the Library

178 People Check Out 944 Items

120 People Have Questions Answered

31 People Use Public Computers

38 People Use Public Wi-Fi

37 People Attend Programs

118 People Participate in Self-Directed
Activities

\$15,312

worth of material was checked out
every day by residents at the
Germantown Community Library
in 2022!

ONLINE

177 Digital Items
Checked out

PROGRAM HIGHLIGHTS

GERMANTOWN
COMMUNITY LIBRARY



The library hosted 144 Storytime sessions in 2022 with 3,300+ people. An additional 400+ people also attended special early literacy programs.



Over 600 people attended 5 different Youth Performers in the summer. All programs were sponsored by our Friends group.



In May, "The Enchanted Library" went on the road in Germantown, Richfield & Jackson and reached 1,500+ people during launch week. The mobile library also made weekly stops all summer.



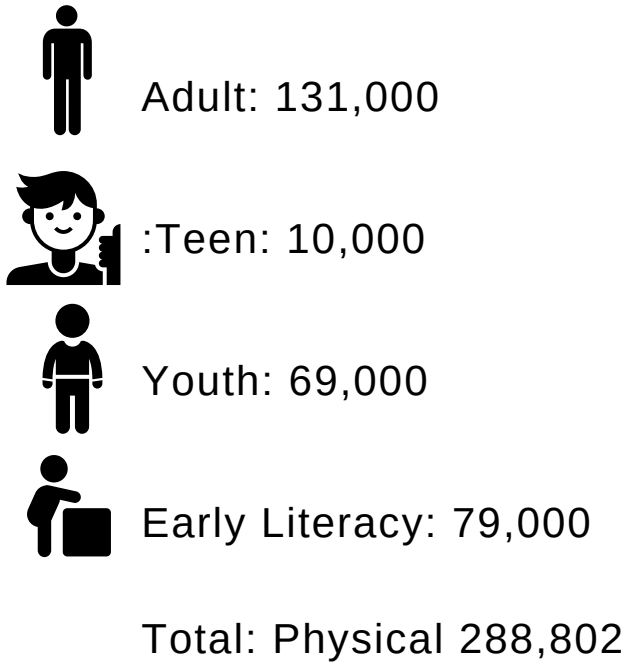
The Friends of the Library sold over 250 baskets in November & December and raised over \$18,000 for the library during 2022!



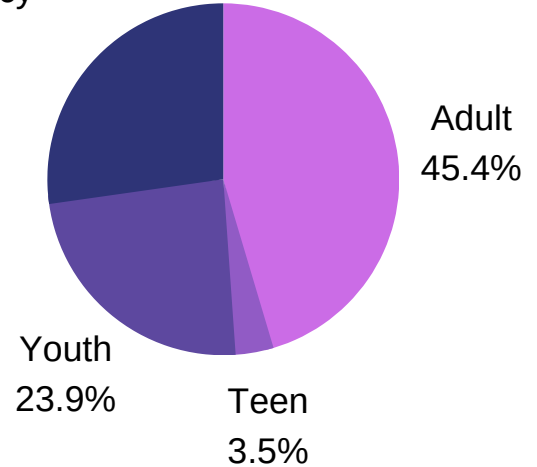
GERMANTOWN COMMUNITY LIBRARY 2022 CIRCULATION BY THE NUMBERS

*Estimated Amounts to the Nearest 1,000

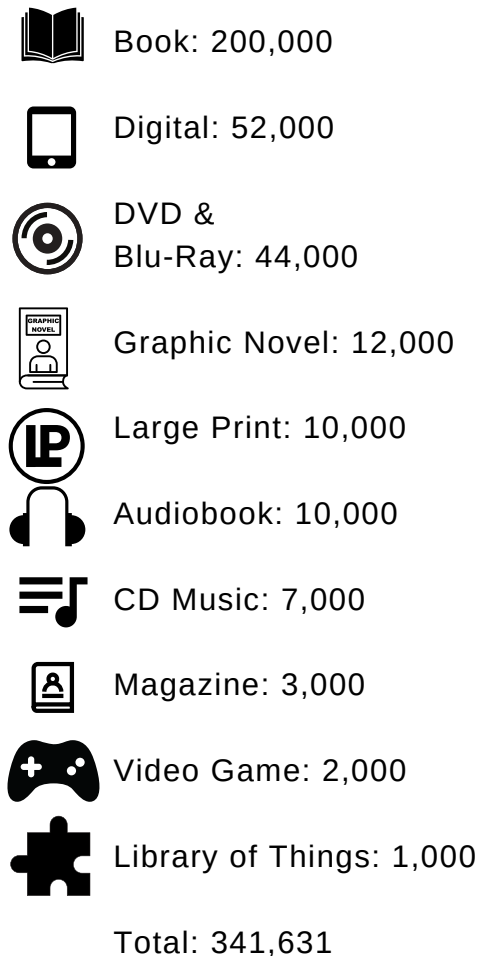
Physical Circulation by Target Age of Material*



Early Literacy
27.2%



Total Circulation by Type of Material*



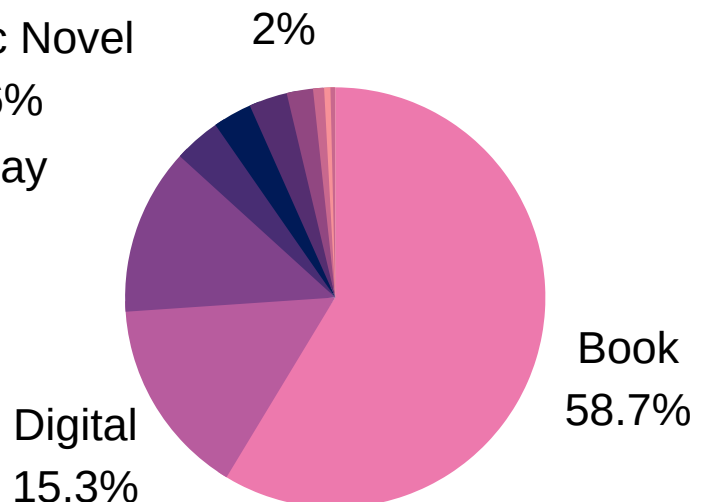
Magazine: 0.85%

Video Game: 0.5%

Library of Things: 0.37%

Large Print:
3% CD Music

Graphic Novel
3.6%
DVD & Blu-Ray
12.8%



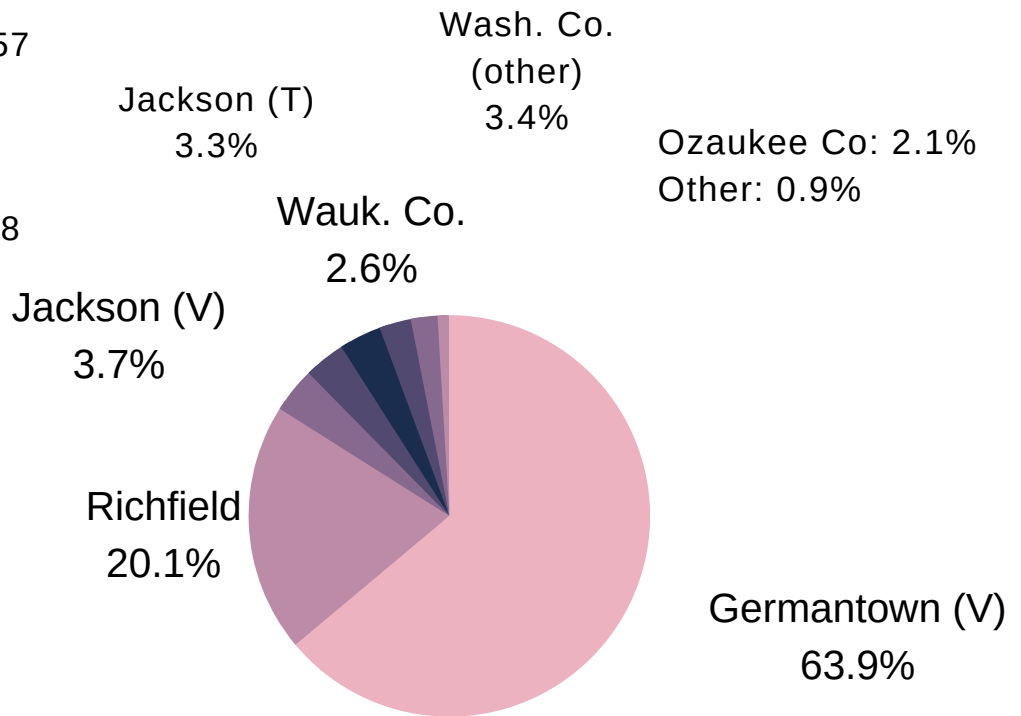
GERMANTOWN COMMUNITY LIBRARY 2022 CIRCULATION BY THE NUMBERS

*Estimated Amounts to the Nearest \$1,000

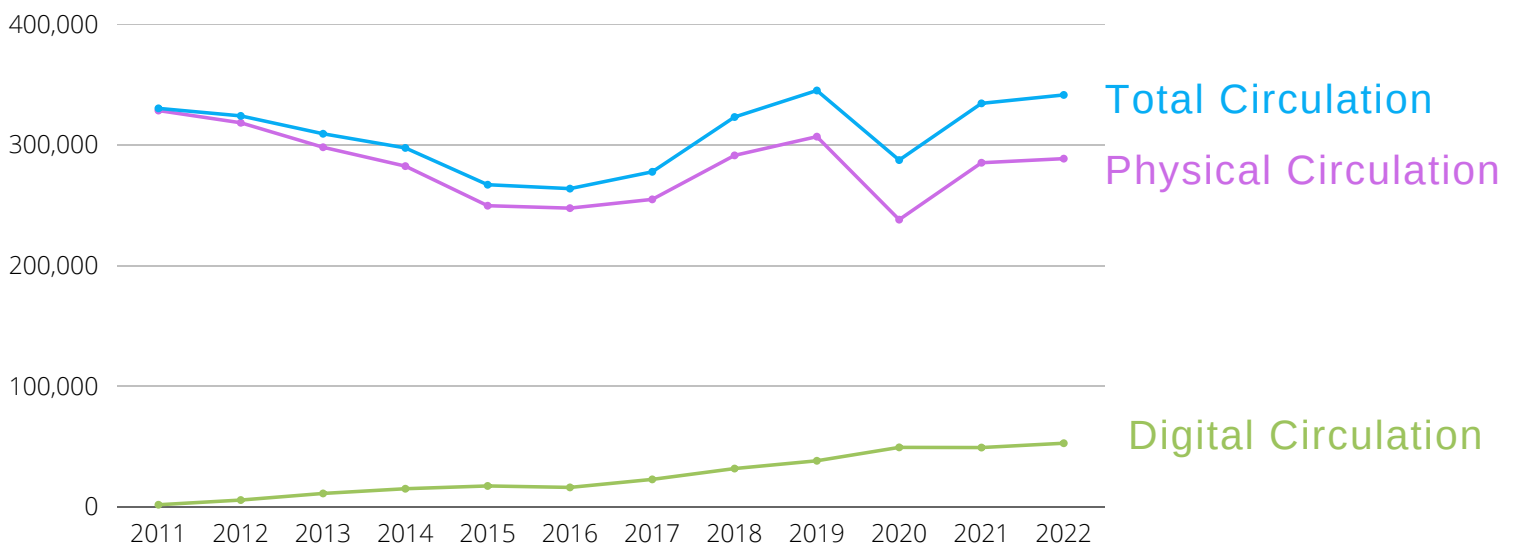
Physical Circulation by Municipality*

Germantown (V): 184,557
Richfield: 57,944
Jackson (V): 10,543
Jackson (T): 9,626
Wash. Co. (Other): 9,808
Wauk. Co.: 7,397
Ozaukee Co.: 6,196
Other: 2,731

= 288,802



Circulation Trends 2011 - 2022



Germantown Community Library Board

MEETING DATE: February 22, 2023

PLACEMENT: New Business

AGENDA ITEM(S): VIII. D. Children's Patio Project

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The Children's Patio was selected as a 2022-2023 Leadership Germantown project in October by Cara Reimer, Outreach Specialist.

Our main goals for improvements for the Children's Patio area include:

1. Safety – fence in the area from the parking lot
2. Accessibility – create an accessible path
3. Underutilized Space – add items such as small-scale playground equipment, early literacy activities and solar charging benches

The library has reached out to 3 local landscapes for proposals. Johnson's Nursery and Wendland's Nursery have responded with designs and cost estimates for landscaping.

This will most likely be a multi-year project and we hope to begin the initial phase in mid to late summer 2023. Completion will depend primarily on the availability of outside funding sources. The library will be reaching out to businesses and organizations regarding funding of the project. Select funding could also be taken from the library's general operating funds and/or Library Board funds (if approved).

Estimated funding is as follows:

- Landscaping & Labor: \$20,000
- Sidewalks & Playground Matting: \$15,000
- Playground Equipment: \$10,000
- Fence: \$10,000

Total: \$55,000

RECOMMENDATION:

Approve initial plans for design of the Children's Patio Area so final plans can be reviewed by the Village.

Next Steps:

1. Review with Village of Germantown Department of Public Works
2. Review by Village of Germantown Building Construction Oversight Committee
3. Review by Village of Germantown Plan Commission
4. Continue to reach out to donors.

Germantown Community Library Board

MEETING DATE: February 22, 2023

PLACEMENT: New Business

AGENDA ITEM(S): IX. A. Circulation Policy

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Library staff have conducted a review of the 'Circulation Policy' and suggest the changes highlighted on the attachment draft policy to better reflect our current library collections and procedures.

RECOMMENDATION:

It is recommended the Library Board approve the changes as printed in the attached draft policy.

GERMANTOWN COMMUNITY LIBRARY CIRCULATION POLICY

A primary function of any public library is to circulate materials to the users, i.e., allow library users to “check out” library materials for a defined period. Policies and procedures surrounding the circulation process should be flexible enough to accommodate special needs and unusual circumstances, yet firm enough to ensure fairness of access to materials. These policies and procedures should also attempt to fairly balance the needs of the user with the needs of the library. They should also be as “user-friendly” as possible, without sacrificing library organization and efficiency.

NOTE: All circulation policies and procedures are subject to the judgement of the Library Director under special circumstances. Any decision by the Library Director, which is disputed, may be taken to the Library Board for a decision. Decisions made by the Library Board are final.

LIBRARY CARD REGISTRATION

1. Individuals wishing to check out materials from the Germantown Community Library must have a valid public library card from a library within the Monarch Library System. Any patron will be eligible to obtain a Germantown Community Library card and will be subject to all policies and procedures as outlined in this document.
 - *Patrons may hold only one valid library card from the libraries participating in the Monarch Library System with the exception of Business or Teacher Cards.*
 - A custodial parent is required to sign his/her child's library card application for all children under age 18. Alternate methods of consent, such as separate notes, phone calls or caregiver's signature will not be accepted.
2. Adults (age 18 and over) and custodial parents of minors are required to present a current form of identification including their photo and current address when applying for a new library card or requesting a replacement card. Examples of such identification can be in print or electronic format and include:
 - Current driver's license, state photo ID, passport, employee ID or student ID
 - Checkbook or bank statement
 - Piece of personal mail or online statement
 - Property title or lease
3. Library cards applied for on-line can only be used for digital materials until proof of residency is provided and the physical card is picked-up issued from the library.
4. Digital materials are available to patrons that have a primary or secondary address in Washington County or an adjacent county (Waukesha, Milwaukee, Dodge, Fond du Lac, Ozaukee, or Sheboygan).
5. Special exceptions are at the discretion of the Library Director or designee.
6. Patrons are required to update their information every 18 months.
7. A proper form of identification with current address is required when their address has changed.
8. Inactive Library card accounts registration records will be purged three years after the account has expired as part of ongoing database maintenance if the patron does not have outstanding fees from other libraries. Library cardholders who attempt to use a library card after its record has been purged will be required to re-register.

SPECIAL CARD POLICY

Provisions for Internet Only Cards: Patrons that only need access to the library's public internet computers on a regular basis have the option to register for an Internet Use Only Card. This card is authorized to be used only at Germantown Community Library. The patron cannot have another account in the Monarch Library System. A patron is required to provide a form of identification.

Provisions for Guest Internet Access: Patrons that would like temporary access to the library's public internet computers will be provided guest access.

Provisions for Businesses: Written confirmation and acceptance of responsibility from the business owner must be obtained before the card is issued. The card will not "be kept on file"; it will be physically issued on a "one card per business" basis. It will be the responsibility of the business owner to make the card available to employees.

Provisions for Teacher Cards: The Library offers teacher cards as a service to teachers, preschools, licensed childcare centers, homeschool families and public and private schools serving students in grade K-12. A teacher card makes it possible to have a library card for professional use as well as one for personal use. ~~Teacher cards can only be used for curriculum related materials.~~ The Library reserves the right to withdraw this privilege if abused.

1. To apply for a teacher card, you will need:
 - If you have a personal library card within the Monarch Library System, it must be in good standing.
 - Proof of employment at an educational facility, a homeschool state certificate, or a childcare license. (Updated documents must be provided ~~by September 1 each year at renewal to continue for renewal of services.~~)
2. Teacher cards have the following exceptions to the standard policy.
 - ~~The card will expire September 1 if updated proof of employment or certificates are not provided for the new school year~~
 - The card will not be charged overdue fines
 - The teacher is responsible for charges related to lost or damaged items
 - The teacher card is only valid at the Germantown Community Library

LOST/REPLACEMENT CARDS

Cardholders reporting lost cards or requesting a new card will be charged a replacement fee of \$3.00. ~~Replacement cards will be issued only if all materials checked out on the old card have been returned and all fines/fees paid.~~ If the patron has moved within the Monarch Library System, the fee will be waived.

PHYSICAL MATERIAL LOANS REQUIREMENT

1. Registered Monarch Library System patron adults aged 18 and older may use a current photo I.D. in the form of a valid driver's license, state issued I.D., passport, or green card to check out items if they do not have their Library Card.
2. For minors without their library card, the Library will accept current school ID cards, driver's license or learners permit as alternate IDs. For minors without any acceptable alternative ID, such as elementary school aged children, Library staff shall ask for the minor's full name, home address, phone number and birthday, including year, to verify minor's identification.
3. Library staff may refuse to accept alternative IDs.
4. If a cardholder does not have their library card or proof of identification at checkout, staff should offer to put the materials on reserve.

PHYSICAL MATERIAL LOAN PERIODS AND LIMITS

1. Items that have been checked out may be kept for varying periods of time, depending on the item and the owning library. The chart below illustrates the different items and their loan periods for Germantown materials.

LOAN PERIODS	ITEMS
4 weeks	Fiction & Non-Fiction Books/Audiobooks
2 weeks	New Adult Fiction books/ Non-fiction & /TV series DVDs/ & Blu-rays/ Music CDs/ Magazines/Video Games/ Library of Things
1 week	Feature Film DVDs/Blu-rays
3 days	Adventure Passes/HotSpots/Tablets
Varies	Library of Things

2. The number of items that can be checked out per card may be limited depending on the item. The chart below illustrates the different items and their limits.

LIMIT	ITEMS
100	Books
25	Music CDs
25	Magazines
25	Audiobooks
10	DVDs/Blu-rays (total)
5	DVDs/Blu-rays (new)
5	Video Games/ Library of Things
Varies	Library of Things

PHYSICAL MATERIAL RENEWALS

Any library item may be renewed twice for the original loan period from the renewal date provided there are no reserves on that item. Renewals may be done in person, over the telephone or online if provided by automation vendor. Some 'Library of Things' materials (e.g., Adventure Passes and Hotspots) cannot be renewed.

PHYSICAL MATERIAL RESERVES

1. Cardholders may reserve (be put on a waiting list) any item that is in the catalog and marked as holdable. Up to fifty items may be reserved. No item may be reserved by or for a specific date.
2. Cardholders will be notified by telephone, e-mail, or text message when reserved items are available for their use pick up.
3. Once a cardholder has been contacted regarding the availability of a reserved item, that item will be held for seven working scheduled days of operation.

FINES, OVERDUES, DAMAGED AND LOST PHYSICAL MATERIALS

1. All materials receive a one-day grace period to allow staff sufficient time to process returned materials. In addition, overdue fines are not assessed for days the library is closed to the public.
2. Fines are charged on materials that are not returned on time. The overdue fine rate is \$0.10 per item per day for all adult material. Exceptions include several adult 'Library of Things' items like Adventure Passes and Hotspots which have higher rates that vary. Overdue fines are not charged for youth and teen materials. At no time shall the amount of the fine exceed \$5.00, except for 'Library of Things' items that have fines greater than \$5.00. Fines are accumulated on scheduled days of operation.

3. Reminder notices on delinquent materials are sent via phone or email according to the following schedule:

1 st notice:	7 days after due date
2 nd notice:	14 days after due date
3 rd notice:	28 days after due date

4. Items not returned by the 60th day after the due date will be declared lost. The cardholder account will have the overdue charges removed and be billed the full value of the item according to the following schedule.

Final notice/bill:	60 days after due date
May send to collection agency:	74 days after due date

5. If the cost of the item is not in the item record, the charges will be assessed as follows:

\$75.00	Audiobook/Video Game
\$30.00	DVD/Blu-ray
\$30.00	Adult Hardcover Book
\$20.00	Children/YA Hardcover Book
\$ 8.00	Paperback Book
\$20.00	Music CD
\$10.00	Individual Audiobook CD
Varies	Library of Things

NO REFUNDS WILL BE GIVEN FOR MATERIALS THAT ARE LOST, PAID FOR AND THEN RECOVERED

6. Charges may be assessed on library materials that are returned damaged. If an item has been damaged to the point of complete physical unattractiveness, is beyond repair, and is no longer usable, charges shall be assessed according to the item record. Examples of this would include, but are not limited to:

- Books with numerous torn pages
- Heavily warped book
- Books with more than 2 pages which have been defaced
- Warped or deeply scratched discs

EXCEPTIONS: If the cosmetic appearance of an item has not been fundamentally affected, if damage can be repaired, and if the item can still be used for its intended purpose, no charges shall be made. Examples of this would include, but are not limited to:

- Minor pen or pencil marks, especially in the case of children's books
- Minor surface scratches on discs
- Very slight water damage (NOTE: in most cases, water damage will render a book unusable due to the weakening of the binding and the subsequent loss of pages.)

7. Miscellaneous charges will be assessed on the following items:

\$1.00	Music CD/DVD/Blu-ray/Video Game case (single)
\$3.00	Music CD/DVD/Blu-ray/Video Game case (multi)
\$7.00	Audiobook case
\$1.00	Barcode
\$7.00	Plastic kit bag
\$20.00	Realia Library of Things container
\$2.00	Music CD/DVD/Blu-ray/Video Game/Audiobook cover or insert
\$5.00	Music CD/Video Game booklet/liner notes
Varies	Library of Things

8. Library borrowing privileges may be suspended to any cardholder who has more than \$5.00 in fines/fees.
9. Any damage/replacement/processing fines or fees accumulated from items not owned by the Germantown Community Library are under discretion of the owning library.

10. ~~Annually, fines over three years old will be waived and removed from the cardholder account.~~
Waiving of replacement or damage fines incurred on materials not owned by Germantown Community Library are at the discretion of the owning library.

ADOPTED: 8/24/94

REVISED AND ADOPTED: 3/26/97; 4/23/97; 8/26/98; 6/28/00; 7/26/00; 5/22/02; 2/22/06; 10/27/10; 8/24/11; 11/16/16; 9/27/17; 12/13/17; 5/23/18; 7/24/19; 10/28/20; 6/23/21; 1/26/22; 5/25/22

DRAFT

Germantown Community Library Board

MEETING DATE: February 22, 2023

PLACEMENT: New Business

AGENDA ITEM(S): IX. B. Village Employee Satisfaction Survey & Staff Engagement

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

VILLAGE EMPLOYEE SATISFACTION SURVEY

The Village of Germantown Employee Satisfaction Survey was conducted in December of 2022:

- February 2022 Survey: 40 Village employees completed the survey
- December 2022 Survey: 76 employee completed the survey (18 library staff)

The survey is conducted annually by Erin Hirn, Village Support Services Manager. Questions are taken from a standard list of questions so that results can be compared to other municipalities and organizations.

The survey results for the Library and all Village employees is attached.

Lynn Ratzmann, Adult Services Librarian also serves as a member of the Village of Germantown Wellness Committee. The committee looks for wellness training and opportunities for staff as well as hosts several staff appreciation lunches and events every year.

STAFF ENGAGEMENT:

Several years ago, a new Employee Performance Evaluation process was implemented for Village of Germantown employees. The full process involving competencies and objectives is used for management positions at the library. A simplified form is used for all other positions.

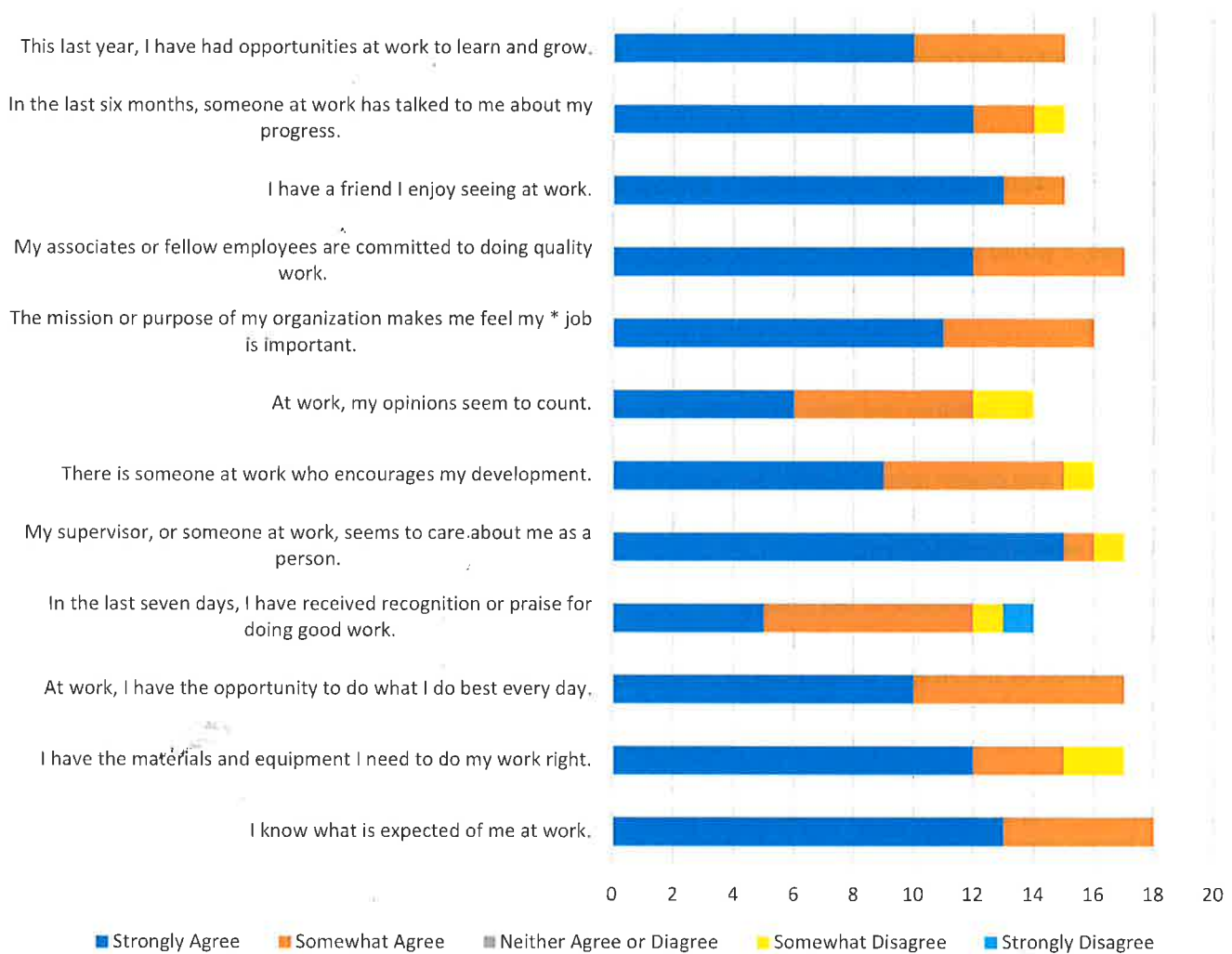
The Employee Performance Evaluation process is as follows:

- February/March: Staff work with supervisor to update form and set goals for the coming year
- May/June: Mid-Year Check-Ins are completed
- November/December: Employee Performance Evaluations are completed

In 2023, the library will also be implementing an additional rounding evaluation process in March/April and September/October using the following questions:

1. What do you consider to be the top 3-5 priorities of your job?
2. What do you enjoy the most about your job?
3. What do you not enjoy about your job?
4. Do you have the resources and training you need to do your job?
5. Is there anything that management and/or your supervisor can do to help you perform your job better?
6. Is there anyone that has been especially helpful to you?

Library Survey Results (18)



Pros

- Very positive in all areas

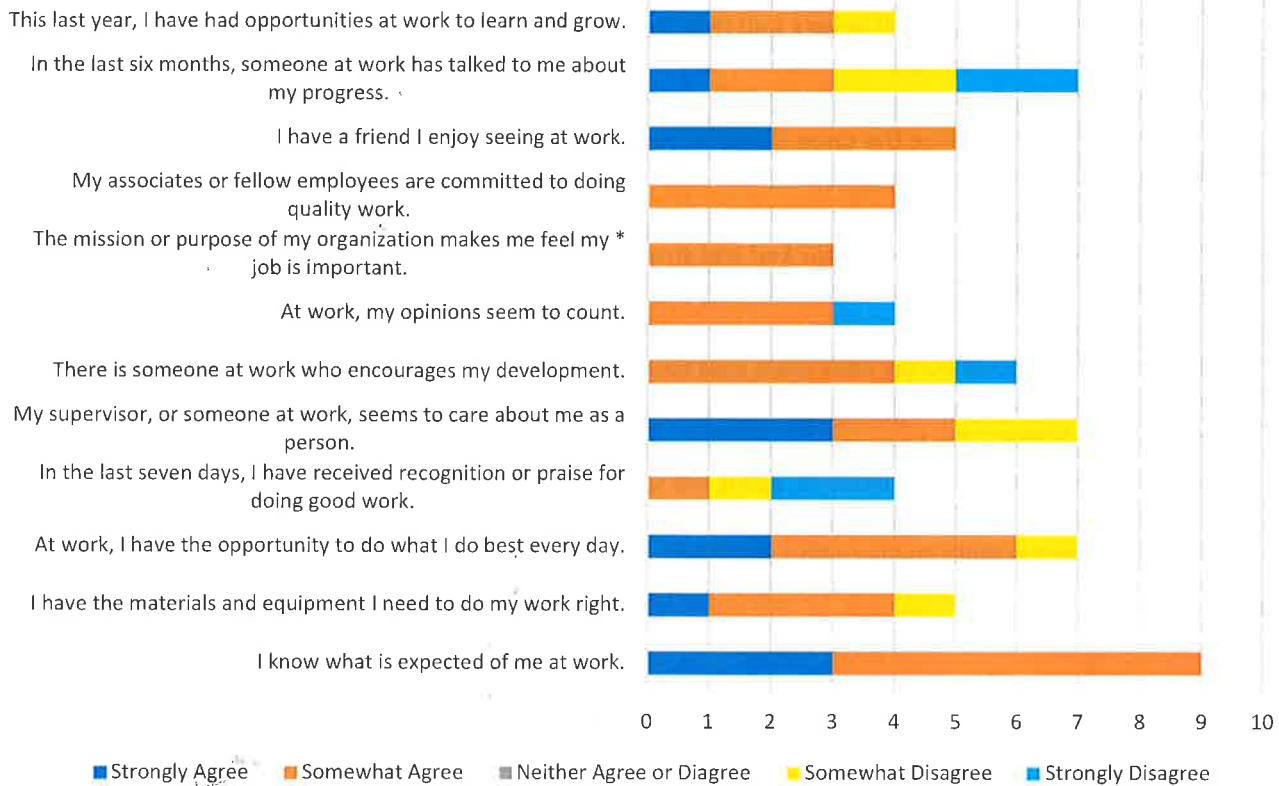
Cons

- Lack of individual recognition or ability to have their opinion count were mentioned by few.

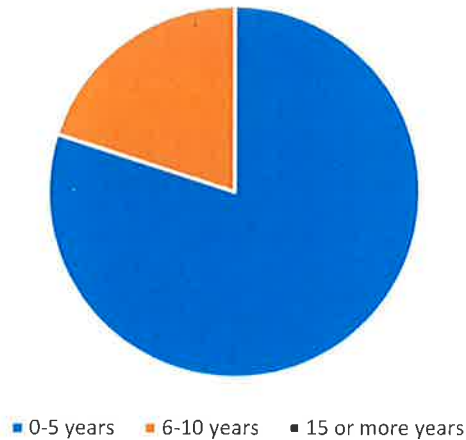
Opportunities

- Find recognition opportunities throughout the year for individual accomplishments and create opportunities for individual ideas to effect outcomes.

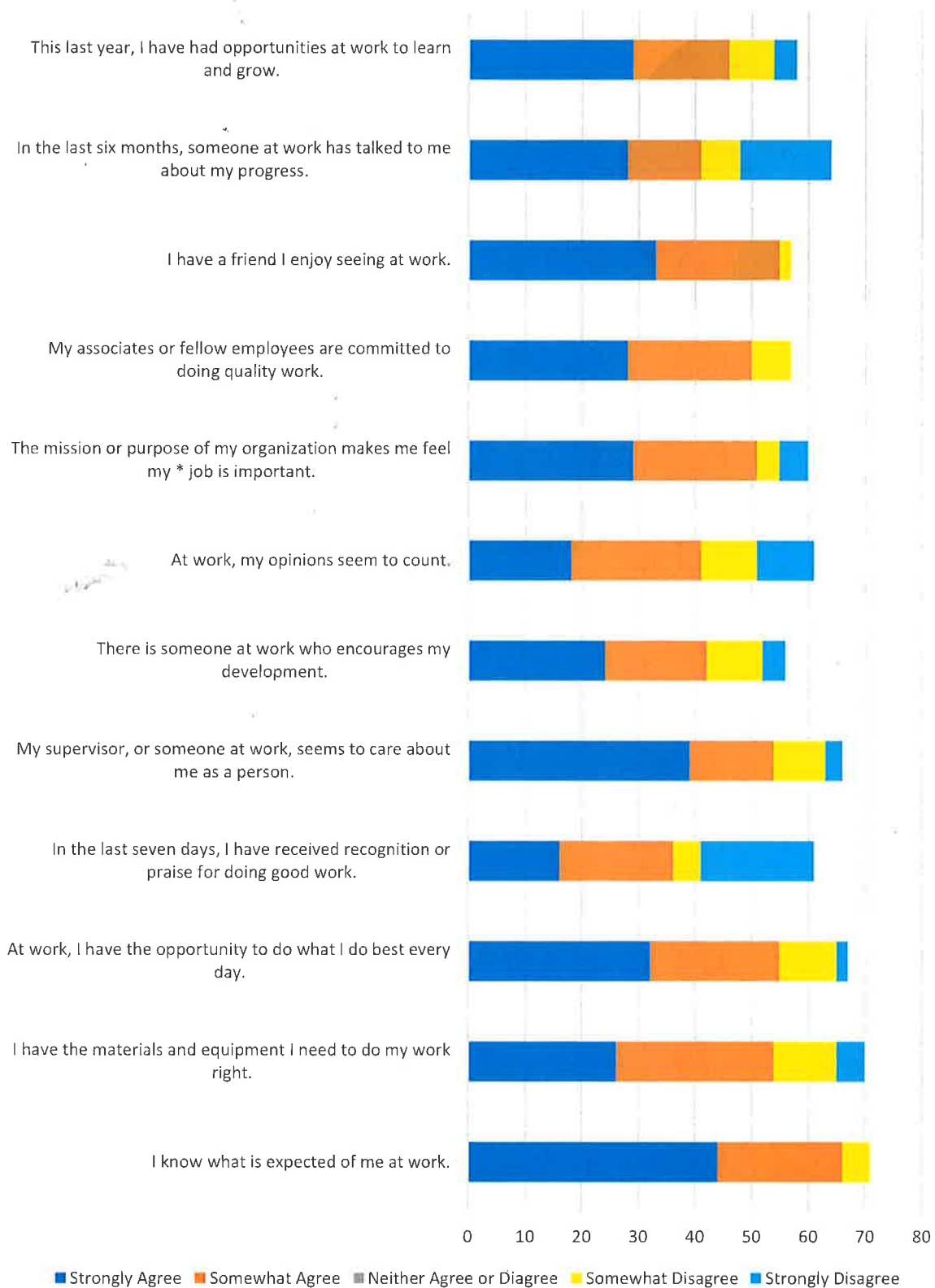
Department Unknown



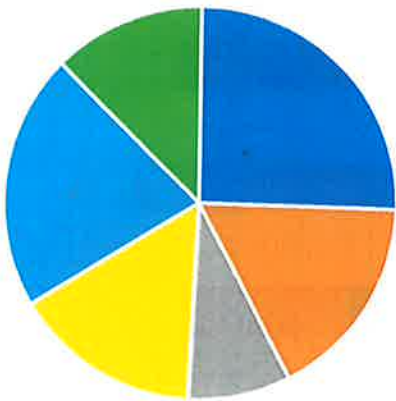
Number of Years Worked



Complete Matrix (76 Respondents)

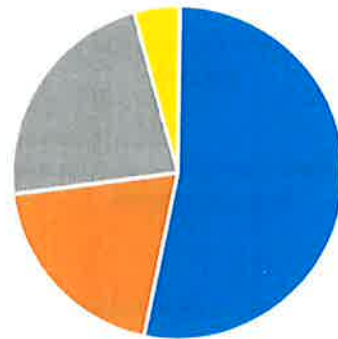


Department



- Library
- Fire Department
- Finance, Clerk, Administration, or Community Development
- Public Works & Engineering
- Police Department
- NA

Number of Years Worked



- 0-5 years
- 6-10 years
- 15 or more years
- NA